



**Greater Lafayette Commerce**  
**Job Title:** Grant Administrator  
**Department:** Economic Development  
**FLSA Status:** Exempt  
**Job Type:** Full Time

### **Organization Background**

Greater Lafayette Commerce serves as a nexus in the Greater Lafayette economy. A nonprofit economic development and chamber of commerce organization serving Tippecanoe County, Indiana, Greater Lafayette Commerce is membership-based and supported by local industries, businesses, governments, and individuals. Its mission, carried out by various councils, is to advance economic and community prosperity and a superior quality of life.

### **Work Culture**

As the leading local organization for community initiatives, growth, and economic development, Greater Lafayette Commerce is a hub of high-profile activities in multiple areas. The staff works under the direction of a president and chief executive officer and with numerous community volunteers. Team members work collaboratively for the good of all, often assisting in areas beyond traditional job responsibilities, with many opportunities for personal and professional growth. The work environment is dynamic, forward-thinking, fast-paced and goal-oriented.

### **Position Summary**

Greater Lafayette Commerce is seeking candidates for a full time Grant Administrator. The Grant Administrator will report to the CEO and is responsible for contractual and financial grants administration and related duties for the Regional Economic Acceleration and Development Initiative (READI) project. The Grant Administrator's work focuses on grant-related functions, including sub-vendor contracting and monitoring, budget and expense analysis, invoicing, financial reporting, reconciliations, and coordination of grant applications.

This position is responsible for managing award(s) as well as a portfolio of sub-vendors procured under each. This position will work closely with the Regional Governance Board and the IEDC in the overall management and monitoring of sub-vendors' contracts to ensure accuracy, accountability, and conformity with established organization's policies and procedures. Proactively assists all stakeholders (internal and external) in understanding and managing GLC's contracting process.

The Greater Lafayette Regional Development Plan is a new initiative, funded by the State of Indiana's READI project, that will invest \$30 million over three years in projects that attract talent to Greater Lafayette Region. The Greater Lafayette Region consists of six counties: White, Warren, Tippecanoe, Fountain, Carroll, and Benton, in central northwest Indiana.

The Grant Administrator works within the Greater Lafayette Commerce Community and Economic Development Foundation, which manages all Federal and State grant activity for Greater Lafayette Commerce. This position will work closely with accounting and legal consultants to ensure adherence to all grant requirements. Activities include oversight of procurements, issuance of letters of awards, monitoring of budgets and budget modifications, tracking of contract deliverables, and assurance that all funds are properly utilized and expended.

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### **Essential Functions**

- Create and implement internal control processes for disbursement of grant funds
- Oversee and manage internal and external parties' compliance with local, state, and federal rules and regulations as applicable by providing guidance on grant-related fiscal matters
- Review and manage internal pre-award contract request from inception to execution
- Ensure that contract request amount is in alignment with approved grant funds
- Review contract terms and conditions for accuracy and alignment with funding
- Monitor grant recipient contract compliance
- Review funding documents for scope of work, terms, and specific content based on funding type
- Complete appropriate budget forms and submit budgets and budget modification requests to funding sources
- Manage a contract portfolio of sub-vendors and consultants
- Prepare Letters of Awards/Letters of Intent for Contracts with sub-vendors
- Provide technical grants accounting support work for developing budgets and budget revisions for grants and sub-vendor contracts
- Provide technical assistance to sub-vendors on budget preparations, financial reporting, and contract requirements
- Follow up on outstanding balances from sub-vendors
- Electronically file and store pre- and post-contract documents for record retention
- Provide external reporting to stakeholders
- Prepare accurate and timely interim and final expenditures reports and submit them as required by funding agencies
- Submit claims to state and federal agencies
- Review monthly grant statement of revenues and expenditures for discrepancies, variances, and unusual expenditures
- Work effectively and collaboratively with others, both internally and externally.
- Perform other duties as assigned

### **Knowledge, Skills and Abilities**

- Professional experience in managing and processing federal and state contracts and/or grant awards
- Bachelor's Degree in business administration or other affiliated field of education preferred
- Three to five years nonprofit or government experience preferred
- Understanding and knowledge of Federal Pass-Through Grants
- Knowledge of grant funding terminology and contract terms and conditions regarding grants and/or contract monitoring, including federal procurement process
- Contract management and negotiation skills
- Excellent technical and personable written and communication skills
- Highly organized, with strong attention to detail
- Proficient in Microsoft Office, including Excel and Quickbooks
- Effective time management: able to prioritize work and meet deadlines
- Contract management and negotiation skills
- Ability to function as a member of a highly interactive team

Greater Lafayette Commerce is an Equal Opportunity Employer

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