



Grants Administrator (Part-Time)

The Southeastern Connecticut Council of Governments (SECOG) seeks a highly organized, detail-oriented Grants Administrator to support the progress, documentation, and compliance needs of multiple grant-funded projects. This position plays a key role in facilitating the work of Eastern Connecticut's Region 4 Regional Emergency Planning Team (REPT) and supporting SECOG project managers on state- and federally funded initiatives.

Application Process

Submit a cover letter and résumé to:
Amanda E. Kennedy, AICP, Executive Director
Southeastern Connecticut Council of Governments
5 Connecticut Avenue, Norwich, CT 06360
office@secogct.gov

Closing Date: April 16, 2026, or until filled.
Applications will not be accepted without a résumé and cover letter.

About the Position

The Grants Administrator coordinates the full lifecycle of grants and contracts—ensuring compliance with legal requirements, maintaining accurate documentation, and preparing reports and reimbursement requests. SECOG's grant portfolio includes:

- Emergency management grants (FEMA, Department of Defense, CT DESPP/DEMHS)
- Transportation planning grants (USDOT, CTDOT)
- Regional planning and intermunicipal coordination grants
- Occasional funding from nonprofit foundations

The role requires strong analytical skills, excellent communication, and a commitment to accuracy and collaboration across multiple programs and partner organizations.

Responsibilities

Under the supervision of the Executive Director, the Grants Administrator will:

- Coordinate the drafting, review, negotiation, and execution of contracts and grant agreements
- Maintain well-organized document management systems for contracts, proposals, amendments, and correspondence

- Ensure timely receipt of all required documents from partner entities
- Prepare and coordinate required government reports, project progress updates, and reimbursement requests
- Maintain proficiency with multiple federal and state grant management platforms
- Provide accurate and timely updates on grant expenditure (spend-down) status for staff, project managers, governing council members, and project partners
- Support staff and project managers in reviewing Notices of Funding Opportunities
- Provide guidance on procurement to ensure compliance with federal and state acquisition regulations
- Assist staff in properly documenting time and expenses
- Participate in contract review processes to ensure compliance and mitigate risk.
- Emergency Management Program: Collaborate with REPT partners, the REPT Chair, and DEMHS staff to review planned purchases, ensure eligibility, and coordinate supporting documentation
- Assist with audit preparation and respond to auditor information requests.

Required Knowledge, Skills, and Abilities

Subject Matter Expertise

- Experience administering state or federal grants
- Knowledge of grant-writing principles
- Familiarity with emergency management programs and operations

Interpersonal Skills

- Ability to build and maintain positive working relationships with municipal officials, staff, partner agencies, and the public
- Ability to coordinate effectively with municipal emergency management personnel
- Strong organizational skills and the ability to meet deadlines
- Commitment to continuous improvement and agency-wide systems development
- Creativity, enthusiasm, and initiative

Technical Skills

- Ability to manage multiple projects simultaneously with strong attention to detail
- Proficiency in reading legal, technical, and regulatory documents
- Strong technical writing skills for proposals and contractual documents

- Excellent verbal and written communication abilities, with a track record of producing clear reports
- High proficiency with Microsoft Excel
- Ability to adapt to new financial systems, forms, and procedures

Required Qualifications

- Bachelor's degree in public administration, regional planning, finance, business, accounting, or a related field
- At least three years of relevant work experience
- Valid motor vehicle driver's license

Compensation and Work Location

This part-time position is expected to average 21 hours per week, with an hourly rate of \$40–\$50, commensurate with experience.

The primary worksite is the SECOG office at 5 Connecticut Avenue, Norwich.

All work must occur during the standard business week (8:00 a.m. to 5:00 p.m.).

About SECOG

SECOG serves 22 municipalities with a combined population of 280,430 and functions as the region's Metropolitan Planning Organization. Affiliate members include Connecticut's two federally recognized Tribal Nations. SECOG also works closely with the U.S. Naval Submarine Base and the U.S. Coast Guard Academy.

Key focus areas include:

- Regional planning, including studies that support responsible development
- Transportation planning and prioritization of federal and state transportation funds
- Regional services, such as staffing support for local land-use commissions and coordination of intermunicipal cooperation
- Fiduciary and administrative support for DEMHS Region 4 REPT (42 municipalities and two Tribal Nations).

About Southeastern Connecticut

SECOG is located in Norwich, CT—at the center of a vibrant region known for its coastal attractions, historic downtowns, entertainment destinations, and diverse living environments. The region plays a major role in Connecticut's economy through tourism, defense, and advanced manufacturing, and serves as New England's hub for offshore wind development.

SECOG is an Affirmative Action/Equal Opportunity Employer.