

The PROGRAM ADMINISTRATOR is a valued member of a senior level Team comprised of Executive Director, Economic Advisor, Compliance Officer (TBD), and Legal Counsel. The Team reports to the Executive Director who, in turn, reports to the Triumph Gulf Coast, Inc. Board of Directors.

MINIMUM QUALIFICATIONS

- Proven senior level experience in program and grants administration, grants review, and performance metrics and monitoring, with preference given to grants administration within economic or community development realms.
- Established expertise in regional economic, industry, and community development programs, and related arenas.
- Demonstrated experience in fields complimentary to facilitating economic development (transportation, water management, education/training, rural affairs, targeted industries, healthcare) will be considered an advantage
- Excellent working knowledge of local, state, federal, and legislative systems.
- Credible and demonstrated relationships with individuals and organizations with subject area expertise of pertinence to Triumph and its expected applications (economic development, infrastructure, training/education, etc.).
- Ability to work both independently and as a team, as the situation warrants, to meet time sensitive deadlines and sporadic heavy workloads. Exhibits strong time management and prioritization skills.
- Possesses a sense of urgency in completing tasks, and takes initiative to continuously improve processes to ensure a capable, efficient, and highly accountable grants administration system.
- Is comfortable working with the public to disseminate accurate and timely information about Triumph, its deadlines, application statuses, etc. Possesses good written and verbal communication skills.
- Possesses outstanding organizational skills, and a proven commitment to follow through on assignments.
- An advanced university or professional degree or equivalent

DUTIES TO BE PERFORMED

- Attend regularly scheduled Board meetings, provide counsel during meetings, and advise directors between meetings on application status.

- Meet, as directed by the Executive Director or Chairman with other governmental entities and outside parties.
- Make routine appearances, as directed by the Executive Director or Chairman, before bodies with jurisdiction over Triumph Gulf Coast.
- Understand and stay abreast of economic trends and opportunities within the Eight Triumph counties that might promote recovery, diversification and enhancement of the regional economy.
- Serve as first point of contact to public, available to meet with prospective applicants to acquaint them with the pre-application, application, evaluation, approval, and performance process.
- Communicate receipt of pre-applications and, when/if appropriate, invite applicants to submit formal proposals. Keep appropriate files of all materials received and sent.
- Triage “pre-applications and facilitate the review of pre-applications for appropriateness to Triumph guidelines.
- Serve as point of outreach to assist pre-applicants by:
 - Identifying projects that do not meet Triumph criteria and may be appropriately referred to other funding sources;
 - Identifying projects that generally meet Triumph criteria but require technical assistance—referring applicants to Enterprise Florida or other appropriate entity that might best offer technical assistance to enhance a project;
 - Identifying projects that meet Triumph criteria and appear ready to apply—serve as point to invite applicants to complete a formal application
- Maintain thorough and accountable file system. Assume full responsibility to log-in and digitally follow applications through all phases (from submission to scoring, to awards (or denial), to funding distribution, to compliance, quarterly reporting, and eventual close-out completion application.
- Provide the Board with ongoing and real-time updates on the status of pre-applications, completed applications (and all phases thereafter from submission to close-out).

SUBJECT EXPERT / TECHNICAL REVIEW

- Under the direction of the Executive Director, the Program Administrator will collaborate with the Economic Advisor on establishing and maintaining the application evaluation process.

- Working with the Executive Director and Economic Advisor, establish a cadre of respected subject experts in fields of relevance to incoming applications that are available to assist in technical and professional review of applications, to evaluate project feasibility, and to validate and verifying submitted proposals.
- Establish process to perform economic due diligence on potential funding partners and grantees.
- Coordinate appropriate subject expert panel reviews of completed applications, and both participate and oversee in the evaluation and assignment of grades (A-F) to applications.
- In concert with the economic analysis and ROI determined by the Economic Advisor, prepare a narrative of each project considered for funding to accompany recommendations to the Board.
- As relevant, explore and develop joint funding opportunities with local, state and federal government and private sources that might enhance Triumph awards.
- Work with legal counsel and compliance unit in developing enforceable performance agreements, and outcome measures.
- Review transactions, including transaction documents, before the awarding of funds.
- Work with compliance officer (TBD) to monitor compliance with performance agreements between Triumph and grantees, as well as to make quarterly/regularly established performance reports to the Triumph Board.