



**Power System
Engineering, Inc.**

1532 West Broadway, Madison, WI 53713

www.powersystem.org

Job Description

General Summary:

Lead, administer, and facilitate the pre-award grant preparation and submission process for existing and potential PSE Clients. Advise PSE Clients with process and compliance issues related to funding agency regulations and standards, and oversee adherence to administrative, fiscal, and accounting policies and procedures related to grant proposals. Coordinates other associated activities as appropriate and provides leadership to support staff on a project basis.

Responsibilities:

The following are essential responsibilities of this position. The scope and duties of this position may change or be altered based on client needs, business and practice area opportunities, and company direction.

- Research grant funding opportunities for PSE Clients; maintain data on funding sources and a library of agency policies, procedures, and documentation.
- Proactively communicate grant opportunities, and grant application services with existing and potential PSE Clients via direct communications, social media, website, industry group presentations, and other marketing mediums.
- Maintain knowledge of grant funding policies, regulations, and procedures; disseminate and present changes to Clients and advise on the implementation and impact of changes on funded initiatives.
- Provide advice and guidance to PSE Clients on the application of grant funding policies, regulations, and procedures; serves as the liaison between PSE Clients and funding agencies on various issues pertaining to proposals, awards, and budgets.
- Develop proposals to perform grant services with existing and potential PSE Clients.
- Oversee and conduct the preparation of grant proposals, including proposal writing, budget preparation, and interpretation of funding agency regulations and requirements; review submissions for compliance with policies, regulations, procedures; and facilitate documentation requirements.
- Analyze and review grant budgets for compliance with policies, funding agency requirements, and appropriate accounting protocol and procedures; advises and assist Clients in grant budgeting and cost-sharing requirements and the use of associated data management and reporting systems and processes.
- Develop and maintain databases and systems for recording and tracking grant proposals, awards, and related statistical information; creates and distributes standard and special reports, studies, summaries, and analyses, as required.

Lead Grants Coordinator

- Lead, coordinate, and provide support to subject matter experts and support staff on a project basis.
- Report monthly to PSE President on grant opportunities and Client activity status. Present to PSE Executive Team as requested.

Minimum Requirements:

The following are the minimum requirements for this position.

- Bachelor's degree or equivalent experience
- A minimum of four years of grant writing experience
- Familiarity with energy or broadband issues and related subject matters.
- Knowledge of requirements, practices, and procedures for soliciting, writing, receiving, reviewing, processing proposals and administering grants and agreements.
- Excellent written communication and presentation skills, including presenting statistics and data in meaningful ways, such as charts and tables, to internal and external audiences.
- Excellent project management skills and ability to prioritize work and resources.
- Extremely organized and meticulous with details.
- Ability to work and meet deadlines in a fast-paced and competitive grant funding environment.

Working Conditions:

- Normal interior/office conditions
- Functioning home office if not located in PSE office
- Travel to client or meeting locations as needed

Working Relationships:

Internal: Executive team, PSE brand ambassadors, and support staff.

External: Governmental agencies, PSE clients, industry peers.