



**Recruitment/Retention Grant Contractor
Position Posting
Open April 12, 2019 to May 12, 2019**

The State Firefighters' and Fire Marshals' Association of Texas is seeking a grant program administrator to contract with the association to successfully manage and implement a program within the State of Texas for the recruitment and retention of firefighters throughout the state. The ideal company/contractor will need to have history, knowledge, experience in grant administration, familiarity with grant reporting, financial requirements and program delivery.

Key requirements:

- Five or more years experience:
 - Managing grants
 - Developing/Presenting programs in recruitment and retention
 - Working with Microsoft products including Word, Excel, Outlook, and Powerpoint
- Experience in Federal grants including:
 - Reporting requirements
 - Financial needs/requirements/allocations
 - Federal rules, bidding and procurement
 - Amendment/reimbursement requests
- Demonstrated abilities to perform program implementation and reporting requirements in a timely fashion
- Tasks
 - Outreach services to fire departments in the State of Texas
 - Ability to work with various vendors and hold vendors accountable to timelines and needs
 - Coordinate meetings with vendors or departments related to the program
 - Work with other fire service agencies to be able to gather data and assist with implementation of the program
- Interact with external clients
- Answer phone calls

Key Competencies

- Organizational and planning skills
- Attention to detail
- Promptness to daily job
- Communication skills
- Information gathering and information monitoring skills
- Problem analysis and problem solving skills
- Initiative
- Confidentiality
- Attention to detail and accuracy
- Flexibility

This Federal grant program is provided by the Department of Homeland Security and will be in place for 4 years.

Program duration: May 15 2019 to November/December 2022

Please contact Executive Director Chris Barron if interested at cbarron@sffma.org or 512.454.3473 ext 101