



**CITY OF JERSEY CITY**  
**DEPARTMENT OF ADMINISTRATION**  
**DIVISION OF HUMAN RESOURCES**

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217



**Job Opening**  
**Project Manager – Non-Profit Services (HOPWA & ESG)**

**Department:** Housing, Economic Development, and Commerce

**Division:** Community Development

**Exempt/Non-Exempt:** Exempt

**Union/Management:** Management

**Full-Time/Part-Time/Seasonal:** Full-Time

**Workweek:** Monday-Friday – 40 hours per week

**Salary: \$55,000 - \$60,000.** Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking a Program Manager for the Department of Housing, Economic Development, and Commerce. The Program Manager will assist the Division of Community Development with grant programs (HOPWA & ESG) as well as other Federal, State, and Local grant programs. Also, this position will oversee grants management and integrate its work with the other Divisions.

**Job Duties:**

- Forecast and track foundation payout to meet legal requirements and program goals.
- Explain clear and concise grants administration policies and procedures for grantees and their staff.
- Help identify grantees with capabilities for additional or new projects.
- Communicate Division policies to grantees and applicants.
- Develop funding applications, brochures, and the Division website.
- Prepare and process resolutions, agreements, and amendments for approval by City Council.
- Process reimbursement requests and monitor the Project Sponsor's, grantee, and applicants' performance activity and fund-source expenditures to ensure that objectives are accomplished.
- Collect and analyze data and prepare reports involving resource allocation, services delivered, and contract compliance for the City's annual CAPER Submission to HUD.
- Obtain needs assessment data and develops comprehensive program planning for the City's Action Plan.
- Monitor the grants management operations to ensure the overall high quality of grants Administration across HOWPA and ESG programs.
- Performs other duties as assigned.



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*\*Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.*

**Required Education:** A Bachelor's degree in public administration, business administration, social work, economics, communications, law, or other related areas is required. Graduate or professional degree preferred.

**Required Experience:** Three years of experience in grants and proposal administration.

**Essential Skills:**

- Demonstrated experience in formulating and implementing policies and procedures.
- Ability to think and act decisively about the program and operational issues.
- Capacity to group abstract ideas and form a coherent picture.
- Ability to objectively analyze a situation and evaluate the pros and cons of every course of action.
- Knowledge and application of best practices in grant making.
- Analytical capabilities with accounting procedures and processes for structuring projects.
- Knowledge of grants management software and information technology skills.
- Ability to communicate technical, budgetary, and program details to staff, grantees, and applicants.
- Exceptional interpersonal skills with the ability to work collaboratively and foster positive and professional relationships.
- Exceptional analytical skills with the ability to prepare clear, sound, accurate, and informative conclusions and recommendations.
- Exceptional organization skills and high level of attention to detail and accuracy.

**This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.**

**To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).**

**Please note that this role is subject to the residency requirements set forth by NJ First Act.**