



## Grants Specialist

**Hawai'i Emergency Management Agency (HIEMA)**

**Department of Defense**

**Location: O'ahu**

The Hawaii Emergency Management Agency (HI-EMA) is seeking a knowledgeable and detail-oriented Grants Specialist to support the administration, coordination, and oversight of federal and state grant programs.

### **Position Summary**

This position performs a variety of professional duties related to the monitoring, coordination, and administration of grant activities. Responsibilities include ensuring compliance with federal and state requirements, assisting with grant development and proposal writing, preparing reports, supporting program monitoring and evaluation efforts, and maintaining effective communication with internal and external stakeholders.

The Grants Specialist also serves as a member of the State Emergency Response Team (SERT) and Emergency Response Team (ERT) during emergencies and disasters.

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### **Key Responsibilities**

#### **Grant Coordination & Administration**

- Assist in the monitoring, maintenance, and implementation of grant compliance efforts for federal funds received and administered by the agency
- Disseminate information to stakeholder agencies regarding grant notices, funding opportunities, and application requirements
- Identify and research external funding opportunities
- Assist with the planning and coordination of grant-related technical assistance trainings and workshops
- Maintain comprehensive grant files throughout the grant lifecycle
- Input and process documentation within grants management and applicable file

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management systems

- Track and monitor grant administrative outcomes, milestones, and compliance requirements
  - Assist in drafting, reviewing, and editing grant proposals
  - Assist with preparation of grant budgets and identify complementary funding resources
  - Collaborate with staff to develop materials supporting grant writing, reporting, funder relations, and evaluation
  - Provide grant information and technical assistance to internal and external stakeholders
  - Support internal and external monitoring and evaluation of grant programs
  - Perform grant administration and budget compliance work including claims, summaries, projections, and related documentation
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### **Administrative Support**

- Prepare, review, and disseminate internal and external grant-related correspondence
- Prepare purchase requisitions and orders in accordance with fiscal procedures and grant criteria
- Take notes and prepare meeting minutes for selected meetings and workshops
- Respond to routine inquiries regarding agency grant programs, priorities, guidelines, and proposal review processes

### **Other Duties**

- Perform other related duties as assigned

### **Supervision**

Work is performed under general supervision. The incumbent is responsible for planning and carrying out work activities independently, resolving most conflicts that arise, and making professional decisions and recommendations.

Work is reviewed from an overall standpoint in terms of feasibility, effectiveness, and compliance with program objectives and requirements. Written communications requiring approval are reviewed by the supervisor.

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### **Guidelines & Regulatory Framework**

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Work is governed by applicable federal, state, and departmental laws, regulations, policies, and procedures, including but not limited to:

- Hawai'i Revised Statutes
- Hawai'i Administrative Rules
- Code of Federal Regulations
- FEMA Comprehensive Preparedness Guides
- FEMA National Planning Frameworks
- FEMA Hazard Mitigation Assistance Guidance
- State of Hawai'i Emergency Operations and Hazard Mitigation Plans
- Emergency Management Accreditation Program (EMAP) Standards
- Comprehensive Emergency Management Plan (CEMP)

The incumbent is expected to interpret and apply applicable laws, regulations, and guidance independently to new and evolving situations.

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### **Required License**

- Must possess a valid driver's license to operate a motor vehicle in the State of Hawai'i

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### **Recommended Qualifications**

#### **Knowledge**

- Laws, regulations, policies, and procedures related to emergency management and grants administration
- Grant program development and evaluation
- Proposal development and funding sources
- Research methodology and statistical procedures
- Federal, state, and local grant regulations
- Basic accounting principles and practices

#### **Skills & Abilities**

- Ability to organize and prepare grant applications
- Ability to collect, analyze, and interpret data and financial information
- Strong report writing and communication skills
- Ability to manage multiple priorities and meet deadlines

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- Ability to work effectively under pressure
- Ability to develop and maintain productive working relationships

### **Education**

- Graduation from an accredited four (4) year college or university with a bachelor's degree

(Additional relevant professional experience may be substituted for education on a year-for-year basis, subject to demonstration of required skills.)

### **Experience**

- Two and one-half (2½) years of progressively responsible professional experience in project management, research, grant proposal development, grant management, or comparable work
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### **Tools & Equipment**

- Ability to operate computers, calculators, copiers, and standard office equipment
- Proficiency in word processing, database, spreadsheet, and related software programs
- Familiarity with grants management systems and geographic information system (GIS) software preferred

### **Working Conditions**

- Work may be performed in the State Emergency Operations Center (EOC), which is a closed environment without windows
  - Other EOC locations may be activated as necessary
  - Work is performed in office settings with periodic interruptions, moderate noise levels, and deadline pressures
  - Must be available to work additional hours with little or no advance notice, including evenings and weekends
  - May be required to support emergency preparedness, response, and recovery activities with extended hours and limited rest
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Join the Hawai'i Emergency Management Agency and play a critical role in strengthening statewide emergency management through effective grants coordination and administration.

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