GRANTS SPECIALIST

HIEMA
Department of Defense
Location: Oʻahu

HIEMA is seeking a qualified and mission-driven Grants Specialist to support statewide emergency management programs. This position contributes to the Agency's preparedness, response, recovery, and mitigation efforts by ensuring effective coordination, operational support, and compliance with applicable State and Federal laws.

POSITION SUMMARY

The Grants Specialist supports HIEMA by helping administer Federal and State grant programs that fund statewide emergency management activities. The position strengthens grant compliance, connects HIEMA and partner agencies with funding opportunities, and supports accountable use of grant funds.

This position performs professional grant monitoring, coordination, and administration duties throughout the grant lifecycle. The incumbent assists with proposals and budgets, maintains grant records, prepares reports, and supports program monitoring and evaluation. The Grants Specialist communicates with internal staff, external agencies, and subrecipients and serves on the State Emergency Response Team (SERT) and Emergency Response Team (ERT) during emergencies and disasters.

The incumbent prepares for 24/7 response and may be subject to no-notice recall to the State Emergency Operations Center (SEOC) or alternate facilities during disaster or exercise activations. The position may also deploy to County Emergency Operations Centers on neighbor islands and trains for assigned SEOC roles.

KEY RESPONSIBILITIES

GRANT COORDINATION & ADMINISTRATION

- Assist with monitoring, maintaining, and implementing compliance requirements for Federal grant funds received and administered by HIEMA.
- Share grant notices, funding opportunities, and application requirements with stakeholder agencies; research external and complementary funding sources.
- Assist in drafting, reviewing, and editing grant proposals and preparing grant budgets.
- Maintain complete grant files throughout the grant lifecycle and process documentation in grants management and file management systems.
- Track grant milestones, administrative outcomes, reporting deadlines, and compliance requirements.
- Support grant administration and budget compliance through claims, summaries, financial projections, and related documentation.

TECHNICAL ASSISTANCE, REPORTING & EVALUATION

- Provide grant information and technical assistance to internal and external stakeholders.

- Assist with planning and coordinating grant-related technical assistance trainings and workshops.
- Collaborate with staff on materials for grant writing, reporting, funder relations, and program evaluation.
- Support internal and external monitoring and evaluation of grant programs.

ADMINISTRATIVE SUPPORT

- Prepare, review, and distribute grant-related correspondence; respond to routine inquiries about programs, priorities, guidelines, and proposal review processes.
- Prepare purchase requisitions and orders in accordance with fiscal procedures and grant criteria.
- Take notes and prepare minutes for selected meetings and workshops.

EMERGENCY OPERATIONS & OTHER DUTIES

- Serve as a member of SERT and ERT during emergencies and disasters and prepare for assigned SEOC roles.
- Perform other related duties as assigned.

SUPERVISION

Work is performed under general supervision. The incumbent independently plans and carries out assignments, resolves most work-related conflicts, and makes professional decisions and recommendations. Work is reviewed for feasibility, effectiveness, and compliance with program objectives and requirements. Written communications requiring approval are reviewed by the supervisor.

REQUIRED LICENSE

- Valid driver's license to operate a vehicle in the State of Hawai'i.

RECOMMENDED QUALIFICATIONS

EDUCATION

- Graduation from an accredited four-year college or university with a bachelor's degree. Additional relevant professional experience may substitute for education on a year-for-year basis, subject to demonstration of the 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.

GRANTS COMPLIANCE KNOWLEDGE

- Knowledge of emergency management and grants administration laws, regulations, policies, and procedures; Federal, State, and local grant requirements; and basic accounting principles.
- Knowledge of grant program development and evaluation, proposal development, funding sources, research methods, and statistical procedures.

- Experience managing grants from application through closeout, or an introductory understanding of the grant lifecycle, Federal and State procedures, award terms and conditions, and compliance obligations.
- Ability to interpret Notices of Funding Opportunity (NOFOs) and translate requirements into executive summaries for leadership and plain-language guidance for subrecipients.
- Ability to coordinate subrecipient inquiries and deliverables with minimal supervision, including subapplications, memoranda of agreement, quarterly reports, reimbursement requests, amendments, and closeout packets.
- Ability to create or adapt grant reporting, application, and proposal templates and lead grant meetings, compliance briefings, and technical assistance workshops with minimal supervision, speaking confidently and accurately about grant requirements.

ADMINISTRATIVE & ANALYTICAL SKILLS

- Ability to organize grant applications and collect, analyze, and interpret data and financial information.
- Proficiency with Microsoft Excel, Word, Forms, SharePoint, and related applications, including basic Excel arithmetic functions and the ability to research and apply formulas.
- Ability to maintain large volumes of grant records and data in an organized, audit-ready SharePoint structure and track multiple concurrent HIEMA and subrecipient projects.
- Strong attention to detail while understanding broader programmatic goals; clear professional writing, report preparation, and verbal communication with internal partners, external agencies, and subrecipients.

STRATEGIC THINKING

- Ability to identify operational gaps, propose practical solutions, and apply structured reasoning to grant issues, compliance questions, and workflow challenges.
- Ability to independently locate accurate information, understand how HIEMA systems interrelate, and apply and enforce agency, State, and Federal requirements with partners.
- Initiative in researching alternative funding sources for State and County partners.

PROFESSIONAL BEHAVIORS

- Reliable attendance with consistent daily presence and responsiveness when working remotely or offsite.
- Initiative to anticipate needs and advance projects with minimal direction.
- Ability to adapt quickly, manage competing priorities, and meet strict Federal Emergency Management Agency (FEMA) application, reporting, and deliverable deadlines.
- Ability to work effectively under pressure and maintain productive relationships with supervisors, colleagues, partners, and subrecipients.

TOOLS & EQUIPMENT

- Computers, calculators, copiers, and standard office equipment.
- Word processing, database, spreadsheet, and related software, including Microsoft Excel, Word, Forms, and SharePoint.
- Grants management systems; familiarity with geographic information system (GIS) software is preferred.

WORKING CONDITIONS

- Work may occur in the SEOC. The SEOC may be activated during disasters or emergencies. During activation, the EOC operates on a 24-hour work schedule and work conditions may be highly stressful.
- Must be able and willing to work shift assignments, overtime with little advance notice, and extended or long work hours when required, including nights, weekends, and holidays.
- Must be able to travel to disaster-affected areas on neighbor islands for multiple consecutive days.
- Ability to perform effectively in fast-paced, high-pressure emergency environments is essential.
- Must successfully pass a background investigation.

HOW TO APPLY

Submit the following documents to hiema.hr@hawaii.gov:

- Cover letter (optional).
- Detailed résumé (the résumé will be used to determine whether the applicant meets the minimum qualifications and related experience requirements for the position).
- Transcripts — Submit copies of college transcript(s) by the closing date of this announcement if qualifying based on education, or if education is a requirement for the position. If selected, an official transcript will be required prior to employment to verify educational credentials.

Direct all inquiries regarding this position to: hiema.hr@hawaii.gov

OTHER INFORMATION

- This position is exempt from civil service and is temporary in nature. Employment is considered at-will, meaning the employee may be separated from service at the discretion of the department head or designee at any time.
- Compensation is determined based on the specific position, classification, and an evaluation of the selected candidate's qualifications and experience within the approved salary range for the recruitment. If selected to move forward in the hiring process, additional details regarding the applicable salary range will be provided, and compensation may be discussed at that time.
- Eligible for State of Hawai'i employment benefits. View State employee benefits
- The agency does not provide relocation assistance.
- HIEMA is an Equal Employment Opportunity Employer.
- Legal Authorization to Work Requirement: The State of Hawai'i requires all persons seeking employment with the government of the State shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States.

Join HIEMA and be part of a dedicated team committed to building a ready and resilient Hawai'i through preparedness, coordination, and all-hazards emergency management.