



Salary	\$ 86,816 - \$ 95,852	Location	Boerne, Texas
Job Type	Full-Time	Job Number	
Department	Commissioners Court	Opening Date	08/21/2027
Reports To	Commissioners Court	Status	Exempt
Classification	17	Job Description Date	08/11/2027

GRANTS MANAGEMENT AND COMPLIANCE DIRECTOR

Kendall County is a small to mid-size county serving a population of around 50,000. We are located in the beautiful Texas Hill Country with nearby access to San Antonio. Kendall County welcomes employees who conduct themselves according to the highest ethical standards, those who seek to develop their skills and abilities to the high level owed to the community we represent, and who carry out their assigned duties with a focus on the good of the community as a whole. We strive to promote a positive work/life balance where employees are not expected to sacrifice family fulfillment in order to be effective public servants.

Summary

The Grants Management and Compliance Director serves as the County's centralized authority for all grant-related activities and is responsible for the full lifecycle of grants including researching funding opportunities, meeting with relevant program staff to discuss potential grant applications, grant writing (application development to include narrative, budget, required documents, and submission), grant administration, compliance monitoring, financial coordination, program reporting on required measures, and grant closeout. The position provides strategic leadership in securing external funding and ensuring compliance with federal, state, local, and private funding requirements. The Grants Management and Compliance Director collaborates with elected officials, department directors, the County Auditor, Purchasing Agent, General Counsel, Finance Department, and Commissioners Court to maximize funding opportunities while maintaining fiscal accountability, procurement compliance, and program integrity.

Essential Duties and Responsibilities

Grant Research and Strategic Planning

- Meet with departments to identify funding needs and assess project eligibility.
- Research, identify, and evaluate federal, state, local, and private grant funding opportunities that support county priorities and departmental objectives.
- Develop and maintain a countywide grant funding strategy aligned with strategic initiatives.
- Maintain a comprehensive county grants calendar identifying potential funding opportunities, presentation dates, application deadlines, reporting requirements, and grant termination dates.
- Develop relationships with funding agencies, governmental partners, and grant-making organizations.

Grant Writing and Application Development

- Serve as the County's primary grant writer and coordinate the preparation and submission of competitive grant applications.

- Develop persuasive grant narratives that clearly define community needs, project goals, implementation plans, measurable outcomes, and sustainability strategies.
- Prepare detailed project budgets and budget justifications in collaboration with department heads and County Auditor.
- Gather and organize required supporting documentation, including letters of support, certifications, resolutions, assurances, financial information, and any other required attachments.
- Coordinate application reviews and approvals with county leadership prior to submission.
- Prepare Commissioners Court agenda items and presentations related to grant applications, matching fund requirements, and grant acceptance.
- Work directly with Program/Department staff to ensure compliance throughout the application process for funding agency requirements, including presentations and supplemental material submission.
- Monitor all grant applications through review process to ensure no additional information or changes are requested by funding agency
- Ensure all grant applications comply with funding agency guidelines and applicable federal, state, and local requirements.
- Maintain records of submitted applications, awards, denials, and future funding opportunities.

Grant Coordination

- Coordinate grant-funded projects between departments, elected officials, funding agencies, consultants, contractors, and external partners.
- Facilitate communication among project stakeholders throughout the grant lifecycle.
- Develop implementation schedules to ensure grant milestones, deliverables, and reporting deadlines are met.
- Monitor project progress and recommend corrective actions when necessary, working directly with program staff to ensure all deliverables are on schedule to be met
- Coordinate grant amendments, budget revisions and adjustments, time extensions, and grant closeout activities.
- Serve as the primary liaison between the County and grant-making agencies.
- Follow county procurement and human resources policies

Grant Administration

- Administer grants from award acceptance through final closeout.
- Establish and maintain complete grant files, documentation, and electronic records.
- Monitor grant budgets, expenditures, reimbursements, and project performance.
- Coordinate required programmatic and financial reporting.
- Maintain grant management systems and reporting databases.

- Support departments with project implementation, grant administration, and grant reporting.
- Develop standardized grant administration procedures and internal controls.

Grant Compliance

- Ensure compliance with all applicable federal, state, local, and grant-specific laws, regulations, and policies.
- Monitor compliance with Uniform Guidance (2 CFR Part 200), Texas grant requirements, and funding agency regulations.
- Develop countywide grant compliance policies and procedures.
- Conduct internal compliance reviews and identify potential risks.
- Coordinate responses to grant monitoring visits, desk reviews, and audits.
- Maintain documentation necessary for Single Audits and other grant compliance examinations.
- Ensure grant records meet all record retention requirements.
- Identify necessary software, human capital, and contracting that meets county requirements and policies.
- Provide compliance training and technical assistance to county departments.
- Recommend corrective actions when compliance deficiencies are identified.

Financial Coordination

- Coordinate with the County Auditor to establish grant funds, budgets, and financial reporting requirements.
- Monitor grant expenditures to ensure funds are spent within approved budgets and grant conditions.
- Review expenditures for allowability, allocability, reasonableness, and documentation.
- Assist and support the County Auditor with reimbursement requests, financial reconciliations, Single Audit preparation, and grant financial reporting.
- Coordinate grant closeout with Finance and the County Auditor.

Purchasing and Legal Coordination

- Review grant agreements with the Purchasing Director and General Counsel to identify purchasing and contracting requirements.
- Coordinate with the Purchasing Director to ensure grant-funded procurements comply with federal regulations, Texas law, county purchasing policies, and grant-specific procurement requirements.
- Collaborate with General Counsel to ensure that related contracts comply with County requirements.
- Assist departments with developing specifications to provide to the Purchasing Agent for inclusion in bids or proposals for grant purchases, and for General Counsel's approval of contract documents.

- Collaborate with the Purchasing Agent to ensure procurement documentation complies with grant requirements under state and federal regulations.
- Maintain procurement records necessary for grant monitoring and audits.

Reporting and County Support

- Prepare periodic reports regarding grant activities, funding opportunities, awards, expenditures, and project performance for county leadership and Commissioners Court.
- Present grant recommendations, funding opportunities, and project updates to county officials and governing bodies.
- Monitor changes in grant regulations and recommend updates to county policies and procedures.
- Serve as the County's subject matter expert on grants, grant compliance, purchasing requirements, and grant financial management.
- Perform other related duties as assigned.

Note: *The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is assigned by the supervisor.*

Minimum Qualifications

- Bachelor's degree in Public Administration, Business Administration, Finance, Accounting, Political Science, Communications, English, or a closely related field.
- Five (5) years of progressively responsible experience in grant writing, grant administration, grant management, governmental finance, public administration, or project management.
- Demonstrated experience preparing successful grant applications and managing awarded grants.
- Valid Texas Driver License

Preferred Qualifications

- Master's degree in Public Administration (MPA), Business Administration (MBA), Public Policy, Finance, or related field.
- Experience working for a Texas county or local government.
- Grant Professional Certified (GPC), Certified Grants Management Specialist (CGMS), Project Management Professional (PMP), or similar professional certification.
- Experience administering grants funded by FEMA, DOJ, DOT, HUD, USDA, EPA, or other federal and state agencies.
- Experience with governmental accounting, procurement, budgeting, and contract administration.

Knowledge, Skills, and Abilities
• Extensive knowledge of grant research, grant writing, grant administration, grant coordination, and grant compliance. • Thorough knowledge of Uniform Guidance (2 CFR Part 200), federal grant regulations, Texas grant requirements, and local government operations. • Knowledge of governmental accounting, budgeting, procurement, contract administration, auditing, and financial reporting. • Excellent technical writing, editing, analytical, and organizational skills. • Strong project management and problem-solving abilities. • Ability to interpret laws, regulations, grant agreements, contracts, and financial requirements. • Ability to manage multiple complex grant projects simultaneously while meeting deadlines. • Excellent interpersonal and communication skills with the ability to collaborate effectively with elected officials, department directors, the County Auditor, Purchasing Agent, County Attorney, funding agencies, and community partners. • Proficiency in Microsoft Office Suite, grant management software, financial systems, and electronic grant application portals.
Physical Requirements and Working Conditions
Physical Requirements • Work is primarily performed in an office environment. • Occasional travel for meetings, grant monitoring visits, conferences, and training. • Ability to lift up to 25 pounds occasionally. Working Conditions • Standard office environment. • Occasional evening meetings and extended hours during grant application deadlines, audits, or reporting periods.
Additional Information
LANGUAGE SKILLS: Ability to read, analyze, and interpret the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using innovative techniques or style; Ability to make effective and persuasive speeches and presentation on controversial or complex topics. MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; Ability to apply concepts of basic algebra and geometry. REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand, walk, use fingers, hands, reach with hands and arms; and talk and hear. The employee is required to sit. The employee may occasionally be required to stand and lift and move up to twenty-five pounds. Specific vision abilities required include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

TECHNICAL/COMPUTER SKILLS: Proficient in MS Office tools (Microsoft Word, Excel, and PowerPoint), e-mail and Internet. Ability to learn new applications quickly including organization-wide information systems and department-specific software applications.

How to Apply: E-mail your cover letter, resume and application to jespino@co.kendall.tx.us

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities. If you require reasonable accommodation in completing an application, any pre-employment testing, the interview process, or otherwise participating in the selections, please direct your inquiries to Kendall County Human Resources at (830) 249-9343.

Disclaimer: This is an "at will" position with no civil service or other appellate rights. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.