

DIRECTOR OF GRANTS



■ THE COUNTY ■

Galveston County is the 16th largest county in the State and is one of the top beach destinations on the Gulf Coast of Texas, just 50 miles from Houston, encompassing an area of 379 square miles. The County has a population of 368,000 residents and is comprised of the cities Bayou Vista, Clear Lake Shores, Dickinson, Friendswood, Galveston, Hitchcock, Jamaica Beach, Kemah, La Marque, League City, Santa Fe, Texas City, and Tiki Island.

The County has a thriving diverse economic base that includes petrochemical, medical, insurance, manufacturing, retail, and tourism. Along with the beautiful beaches and natural habitat, the County is also home to many regional attractions and destinations including Galveston Pleasure Pier, Moody Gardens, Schlitterbahn Waterpark Galveston, Downtown Galveston Historical District, Kemah Boardwalk, and the 4th largest U.S. Cruise Terminal. Residents and visitors to the area also enjoy annual events such as Dickens on the Strand, Mardi Gras, and the Lone Star Motorcycle Rally.

Galveston County has tremendous educational opportunities for public and private primary and secondary schools. The County is also home to higher education institutions, including the University of Texas Medical Branch at Galveston, Texas A&M University of Galveston, Galveston College, and College of the Mainland.

■ GOVERNANCE ■

Galveston County is governed by the County Judge, who sits as the chair of the County's Commissioners Court. The County is split into four precincts with each precinct represented by an elected Commissioner that sits on the Commissioners Court, which has oversight of county functions. Other elected positions in Galveston County include the County Clerk, District Attorney, District Clerk, Sheriff, Constables, Tax Assessor-Collector, County Treasurer, District and County Judges including Probate, as well as Justices of the Peace. The County's FY2026 adopted general fund budget is \$171.2 million and employs over 1,366 FTEs.

To learn more, go to: <https://www.galvestoncountytexas.gov/>

■ THE POSITION ■

This is a tremendous opportunity for an experienced, public service-oriented professional to serve in a “brand-new” role as the county’s first Director of Grants to help enhance the county’s successful grant procurement and funding opportunities. The Grants Administration Department will have an annual budget of \$776,000 and 5 FTEs. The Galveston County Grants Administration Division currently resides in the Professional Services Department, but with the addition of a new Director of Grants position, it will become a separate department with its own budget and staff.

The department works to obtain state, federal and private funding to reduce the burden on local taxpayers and meet the needs for countywide facilities, infrastructure and services as well as disaster cost recovery. The new Director will be responsible for managing \$19.9M in total grant awards, along with \$39.2M in current grant applications, which includes \$66M in American Rescue Plan (ARPA) grants and \$42M in Coastal Erosion Planning & Response Act (CEPRA) grants, with a primary goal of increasing funding dollars in the upcoming year.

Grant funding is utilized for upgrades to facilities including buildings, parks and roads; infrastructure including flood and drainage control; services including meals for senior citizens and victim of crime assistance; and disaster cost recovery to repair and mitigate future damage after hurricanes or other disasters.

Key functions for this role:

- Supervises, manages, and evaluates assigned staff, processing employee concerns and problems, assigns work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice as needed.
- Manages the County’s grants programs.
- Secures, administers and monitors various County grants and their associated programs.
- Secures, reviews and monitors grant applications, bid processes, review panels, and estimating grant budget and staffing requirements.
- Develops, administers, and monitors the annual approved budget.
- Approves assigned employee payroll, leaves, and purchases.
- Provides reports and/or presentations to Commissioners Court, when requested or as necessary.
- Serves as the primary liaison between departments, general public, various community groups/ organizations, and other outside agencies.
- Reviews and seeks new grant opportunities in a proactive manner.
- Consults with Elected Officials regarding potential grant opportunities.
- Assists departments with grant opportunities and the respective requirements.
- Oversees and reviews documents/records for grants, disaster recovery programs, and closeouts.
- Holds regularly scheduled meetings with Grants Administration staff and team.
- Oversees and reviews payments, programmatic reports and financial audits.



■ THE IDEAL CANDIDATE ■

This dynamic and innovative leader will be a “community steward” that is a collaborative, respectful, ethical, and engaging leader, with a strong commitment to the sustainability of the Galveston County community. Candidates shall have an extensive background in grant funding, specifically with Federal Emergency Management Agency (FEMA), Housing and Urban Development (HUD), and Community Development Block (CDB) grant programs, as well as the regulations of grant funding sources.

This new leader will also focus on best practices to enhance organizational and process improvement, to include innovative grant procurement strategies, developing annual goals and strategies, as well as acquiring grant and partnership funding. This position requires candidates to have vast experience in grant writing and program administration and management.

Desirable competencies for the **Director of Grants** include:

Leadership – Possesses a high level of integrity; has a fair, friendly and diplomatic demeanor; maintains confidence and calmness under pressure; establishes and maintains effective working relationships with all levels of management including the County Judge & Commissioners, executive staff and department employees; adapts to ongoing challenges and capable of shifting in various directions necessary to manage change.

Financial Acumen – Manages and administers multiple grant funding programs; possesses the ability to research grant opportunities and development of grant applications to support initiatives in the County; develops annual strategies for grant submissions and funding partnerships; and has demonstrated leadership in contract management and general budgeting knowledge.

Process Improvement – Seeks “best practices” in relevant industries and other public sector agencies for continued growth in securing grants for the County; identifies opportunities; assesses work performance and outcomes for ongoing process improvement; demonstrates the ability to propose and implement creative solutions for unique and complex scenarios.

Communication – Possesses exceptional writing skills for effective grant submissions; listens attentively to understand the needs, intentions, and views of others; has strong interpersonal and analytical, as well as verbal communication and presentation skills.

■ EDUCATION/EXPERIENCE ■

Candidates shall have at a minimum a Bachelor’s Degree, along with five (5) years of experience in federal, state, or local government grants management, of which four (4) are in a management position or closely related experience. Any equivalent combination of education and experience that provides the requisite knowledge, skills, and abilities will be considered.



■ COMPENSATION AND BENEFITS ■

The salary range is **\$137,000 - \$204,000** and will be dependent on the qualifications and experience of the successful candidate. The County also offers a very attractive benefits and retirement package.

■ APPLICATION PROCESS AND RECRUITMENT SCHEDULE ■

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, September 22, 2025**. Resume should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed. Please submit your materials to: <https://www.cpshr.us/recruitment/2531>.

For additional information about this position please contact:

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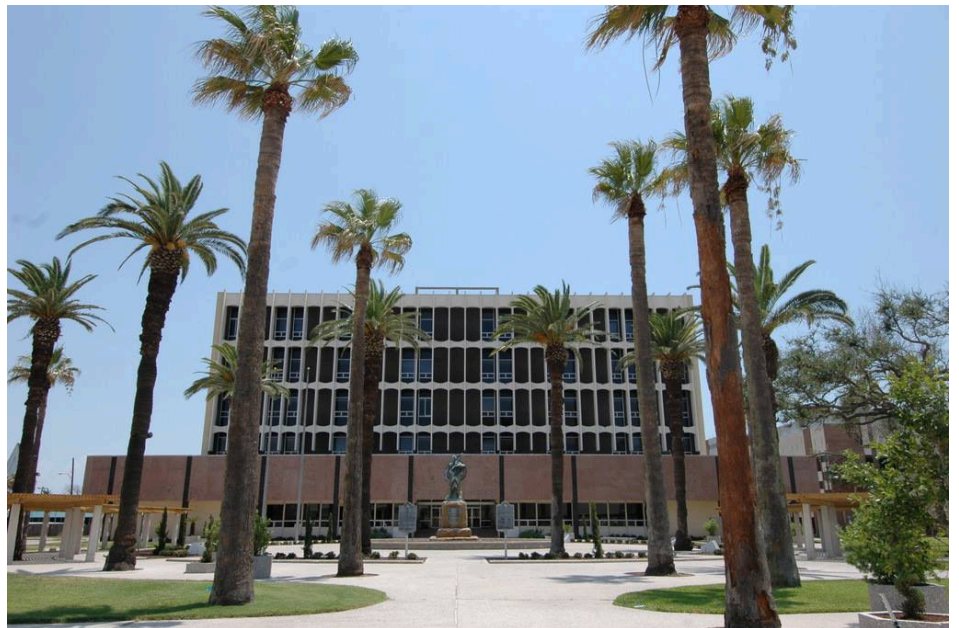
KYLIE WILSON

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which the most qualified candidates will be referred to the County for further assessment. A preliminary media check will be conducted on all screened candidates, and a comprehensive reference and background check will be performed on final candidates by the County.



The County of Galveston is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, gender identity or expression, genetic information, veteran status or any other characteristic protected by law.