

The Consolidated Water Supply Corporation

JD – GRANT & PROJECT MANAGER (PROSPECTIVE)

Department:	Administration	Release Date:	10/17/2025
Reporting to:	General Manager	Version:	02

Purpose

The Grant & Project Manager leads Consolidated's grant, finance, and project pipeline — securing outside funding, managing projects from award to closeout, and supporting long-term financial planning through rate studies and budget development. This role also oversees the administrative aspects of small, internal projects to ensure accurate cost recovery. Working closely with department heads, the Grant and Project manager ensures projects and budgets are well-resourced, compliant, and aligned with system needs.

Requirements

- Minimum five years of municipal/utility grant writing and project management experience.
- Proven record of securing at least \$8M in outside funding.
- Delivery of at least three major infrastructure projects from award through completion.
- Experience in rate studies and financial analysis.
- Knowledge of compliance standards (2 CFR 200, Davis-Bacon, BABA).
- Portfolio of representative funded projects required for consideration to this position.

Responsibilities

- Identify, apply for, and administer grants and low-interest loans (TWDB, USDA, EDA, CDBG, ARPA, etc.).
- Develop, update, and implement standard operating procedures (SOPs) and administrative processes to ensure compliance with grant and loan requirements.
- Manage projects from award to closeout, ensuring budgets, schedules, and compliance requirements are met.
- Collaborate with supervisors to align funding requirements with operational needs, ensuring smooth project delivery.
- Develop key performance indicators (KPIs) for projects and business operations.
- Actively identify and recommend capital projects that strengthen system reliability and sustainability.
- Conduct rate studies and financial modeling to ensure rates adequately support overhead, debt service, and reserves.
- Support Operations by managing the administrative aspects of small projects — including preparing construction staking details, defining project scopes, drafting customer quotes, and ensuring accurate invoicing and full cost recovery.
- Draft and present annual budget proposals to the General Manager.
- Track and report project and funding performance to the General Manager.
- Represent Consolidated in external funding and project-partner meetings.
- Serve as primary contact for audits related to grants and projects.
- Perform other duties as assigned according to business need.

Knowledge, Skills & Abilities

- Strong grant writing and technical communication skills.
- Strong financial and analytical skills, including rate modeling, scenario planning and budget preparation.
- Working knowledge of utility operations, infrastructure planning and project delivery.
- Ability to design and implement SOPs, policies, and administrative processes that ensure compliance and efficiency.
- Skilled in presenting financial and project data to executive leadership, boards, regulators, and funding agencies.
- Excellent collaboration and interpersonal skills.