



# West Virginia Homeland Security Grant Manager

<b>SALARY</b>	\$65,000.00 - \$74,000.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	EMD2500017
<b>DEPARTMENT</b>	DHS - Division of Emergency Management	<b>OPENING DATE</b>	04/07/2025
		<b>LOCATION OF VACANCY</b>	KANAWHA

## Nature of Work

Posting EMD2500017  
 Position 0606PE0648  
 1 Vacancy  
 Kanawha County

Under general supervision, performs complex administrative and professional work in the development, implementation, coordination, monitoring, and evaluation of the U.S. Department of Homeland Security/FEMA and U.S. Department of Transportation/PHMSA grants in the Emergency Management Division. These grants support state and local agencies and law enforcement, emergency responders, and nonprofits in developing capabilities and resources for responding to terrorist attacks or emergency situations. Work requires the application of established protocols in sub-grant management, fiscal/program reporting, and records reconciliation. Requires regular communication with, and provides consultative services and technical assistance, to sub-grant applicants. Ensures grant projects are consistent with applicable laws and regulations and in line with national priorities. Maintains grant tracking database and provides reports for decision making purposes. Interacts with federal, state, and local officials to ensure proper program administration. Will perform grant applications reviews, monitor funding levels, and interpret application of grant guidelines. Limited travel is required. Acts in a supervisory role in support of the Grants Chief. Performs other duties as required.

## Minimum Qualifications

**Training:** Bachelor's degree from an accredited four-year college or university.

**Experience:** Six years of full-time or equivalent part-time paid professional experience in grants development or grants administration, program planning, project administration or criminal justice, including two years in a supervisory capacity.

**Substitution:** A master's degree from an accredited college or university may substitute for one year of the required non-supervisory experience.

**Special Requirement:** This is a security sensitive position. Applicants must successfully complete a background investigation as a condition of employment.

**Other Information**

PG: 20 \$65,000 - \$74,000

Applications MUST be submitted directly to the contact(s) listed below by email or standard U.S. mail.

Mail applications to: Melanie Thomas

1700 MacCorkle Ave. SE, 6th Floor

Charleston, WV 25314

Or email to: [melanie.k.thomas@wv.gov](mailto:melanie.k.thomas@wv.gov)

Please include posting number **EMD2500017** on application.

**Please note: Applications of covered state employees submitted to the Division of Personnel are not forwarded to the Division of Emergency Management.**

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**Employer**

West Virginia

**Address**

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, West Virginia, 25305

**Phone**

(304) 558-3950

**Website**

<http://www.personnel.wv.gov>