



West Virginia Homeland Security Grant Manager

SALARY	\$72,000 - \$76,000 Annually	LOCATION	Kanawha County, WV
JOB TYPE	Full-Time Permanent	JOB NUMBER	EMD2600015
DEPARTMENT	DHS - Division of Emergency Management	OPENING DATE	04/22/2026
		LOCATION OF VACANCY	KANAWHA

Nature of Work

This job opportunity is not in the classified service and is not covered by the West Virginia Division of Personnel merit system.

Performs complex and critical professional and supervisory work in the role of the State Hazard Mitigation Officer (SHMO) of the West Virginia Emergency Management Division (WVEMD). Responsible for developing, planning, coordinating and evaluating the statewide Hazard Mitigation Assistance (HMA) Program and serving as the primary point of contact (POC) with the Federal Emergency Management Agency (FEMA) on the hazard mitigation assistance grant program in the state. Hazard mitigation includes any action taken to reduce or eliminate long-term risk to people and property from future disasters. Plans, coordinates and evaluates the work of HMA Project Officers and HMA Planners and other staff. Assists in the development of requests for major disaster declaration by the President. Provides consultative services and technical assistance to grantees, state and local agencies and community organizations and the public in damage assessment, determines funding amounts and priorities, determines sources of funding for nonfederal match, and monitors progress of projects and ensures compliance with federal and state guidelines. Oversees the disaster grant cycle process to include project scoping, project development, project submission, project review, project award/obligation, project implementation/monitoring and award closeout. Coordinates with agency fiscal staff the receipt and processing of disaster grant execution rates by sub grantees and sub-grantee requests for reimbursement. Oversees the completion and submission of all disaster grant related paperwork. Coordinates and conducts sub-grantee field assistance visits and audits. Assists regional coordinators in all disaster grant related matters. Assists in the preparation and release of disaster grant program information to the media and general public. Delivers technical and professional mitigation training and technical assistance to local community personnel. Performs other work as assigned.

Position 0606PE0597

Posting EMD2600015

1 Vacancy

Kanawha County

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 \$72,000 - \$76,000

Mail application to:
Melanie Thomas
1700 MacCorkle Ave. S.E., 6th Floor
Charleston, WV 25314

Or email application to: melanie.k.thomas@wv.gov

Please include posting number **EMD2600015** on application.

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

Employer

West Virginia

Address

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

Phone

(304) 558-3950

Website

<http://personnel.wv.gov>