

Mayor's Office of Advancement and Strategic Partnerships

Estimated Costs

	Director, Advancement & Strategic Partnerships	Manager, Grant Programs	Grant Writer	
FY 25 (Estimated hire date 12/1/24)	\$ 130,000	\$ 115,000	\$ 100,000	
Salary	\$ 75,833	\$ 57,500	\$ 50,000	
Health, Life, Dental	\$ 14,600	\$ 14,600	\$ 14,600	
Pension, FICA	\$ 15,158	\$ 11,493	\$ 9,994	
Laptop	\$ 1,600	\$ 1,600	\$ 1,600	
Parking	\$ 1,200	\$ 1,200	\$ 1,200	
Phone	\$ 1,000	\$ 1,000	\$ 1,000	
Miscellaneous	\$ 2,000	\$ 2,000	\$ 2,000	
Subtotal	\$ 111,391	\$ 89,393	\$ 80,394	\$ 281,178
FY 26 (Assumes 4% COLA increase)				
Salary	\$ 135,200	\$ 119,600	\$ 104,000	
Health, Life, Dental	\$ 14,600	\$ 14,600	\$ 14,600	
Pension, FICA	\$ 27,024	\$ 23,906	\$ 20,788	
Parking	\$ 1,200	\$ 1,200	\$ 1,200	
Miscellaneous	\$ 1,500	\$ 1,500	\$ 1,500	
Subtotal	\$ 179,524	\$ 160,806	\$ 142,088	\$ 482,417
Total Estimated Annual Salary, Benefits & Other Expenses				\$ 763,595

The **Director of Advancement & Strategic Partnerships** would be housed in the Office of Advancement & Strategic Partnerships, a new office managed by the Mayor's Office. This experienced Director would establish and help to implement public-private partnerships; cultivate and maintain strong relationships to facilitate funding for mayoral priorities. Additionally, the Director would directly supervise the Grant Program Manager and Grant Writer, as well as a Financial Empowerment Center Coordinator.

The **Grants Program Manager** would be responsible for identifying and researching potential grant opportunities that align with the mayoral and departmental goals. They also coordinate with Mayor's office and departmental staff, partners, and stakeholders to develop or assist in developing grant proposals that demonstrate the need, impact, and sustainability of the proposed projects or programs. Additionally, this role would coordinate with departments to track grant applications across Metro.

The **Grant Writer** would research, draft, and submit compelling proposals to secure public and private funding for mayoral priorities.