

Jared D. Schumacher

Career professional in municipal government administration and grant writing. Background in local, state, and federal programs, including researching, writing, submitting, managing, and successfully completing dozens of grant funded projects. Experienced project manager with top-notch implementation and management abilities. Highly organized and skilled at overseeing daily milestones across high-performance teams. Well-versed in public administration with over 14 years of experience in grant/project management, working with people at all levels of organizations, including elected officials, local government administration, stakeholders, customers, and outside vendors.



Work History

2017 -
Current

Circuit Rider/Grants Manager

- Employed with the Maryland Rural Development Corporation to assist the Town of Sykesville with management and administrative services. The Circuit Rider/Town Manager Program is funded through the Maryland Department of Housing and Community Development to assist towns with administrative and project management.
- Duties of the Circuit Rider position include preparing applications for federal and state loan/grant programs, acts as liaison with other municipal staff, county, state, and federal government representatives, project management, and program budgeting.

2012 - 2017

Co-owner of DMAP, LLP

Diverse Management and Planning (DMAP)

- DMAP is a consulting company serving municipal governments and non-profits.
- Previous clients include the Town of Manchester, Borough of Littlestown, Trinity Church (Manchester, MD) and Flying Colors of Success (Westminster, MD).

2005 - 2017

Consultant

Town of Union Bridge, MD

- Full-time consultant to the Town of Union Bridge specializing in administrative management, grant writing, project management, budgets/capital improvement

Contact

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Phone

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com

Skills

Budgeting

Consulting

Contract management

Council

Financial

Financial management

Government

programs, financial reports, statistical analysis, regulatory compliance, land conservation, natural resource protection, and planning coordination.

Experience

- Coordinated and managed public projects involving infrastructure, economic development, parks/recreation, streetscape reconstruction, historic preservation, hiking/biking trails, wetlands protection, sustainability, and projects to benefit lower income residents.
- Prepared written newsletter articles for the public.
- Coordinated millions of dollars in grant funded projects including program management, contract management, project oversight, county/state/federal permits, procurement, and payment tracking.
- Financial: Completed complex federal and state project budgets detailing project funding, funding matches, and cost breakdowns.
- Applied for and secured funding for dozens of successful grant-funded municipal projects from local, state, and federal sources.
- Prepared financial reports, budgets, sustainability initiatives, strategic plans, and program monitoring reports.
- Administrative: Assisted mayors and town managers with strategic planning and grant management.
- Represented the mayor and town council at various meetings, functions, and events.
- I served as a liaison to various governmental organizations and committees, and commissions.
- Prepared financial management reports, end-of-month accounting reports (including balance sheets, journal entries, and reconciliation), program funding charts (identifying grant funding balances and payment records), monitoring status reports and agency correspondence.
- Grant Management: I have managed dozens of grant funded projects totaling millions of dollars of federal, state, and local grant funding. A full list of grant programs that I have managed is available upon request.

Grant writing

Grants

Meetings

Procurement

Program management

Project management

Strategic planning

Written



Education

B.S: Interdisciplinary Study, Public Administration

Liberty University - Lynchburg, VA

I earned a B.S. in Interdisciplinary Study with a focus on Project Management and Government with a minor in Public Administration at Liberty University, Lynchburg VA