

CITY OF GLADSTONE

POSITION DESCRIPTION

Class Title: Grant Writer

Rate of Pay: \$31-\$40 per hour

Department: Administration

FLSA Status: Non-Exempt

Non-Represented

Date: April 2022

Limited Duration Assignment
20-40 hrs. per week, 6-9 months

This position is responsible for finding funding opportunities for the City and writing professional proposals to earn grant money. Duties include: researching deadlines, drafting grant requests and submitting required documentation and applications for grant approval. Project will begin by meeting with administration to gain an understanding of the objectives, programs and financial needs of the City.

SUPERVISION RECEIVED

Receives direction from the City Administrator and general guidance from the Finance Director and/or Public Works Director.

SUPERVISION EXERCISED

Supervision is not a responsibility of this position.

Essential Duties and Responsibilities:

- Research grant opportunities from government agencies.
- Draft grant proposals and prepare supporting documents based on the funding requirements of the City.
- Submit proposals to grant coordinators for approval.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.

Knowledge, Skills and Abilities:

- Comprehensive knowledge of governmental organization, policies, practices and procedures.
- Advanced knowledge of personal computer operation within a network-infrastructure environment, including word processing, database, spreadsheet.
- Working knowledge of modern office practices, methods, and record keeping systems.
- Working knowledge of applicable Federal, State and local laws, codes and regulations.
- Working knowledge of accounting and bookkeeping processes; good math skills.
- Thorough understanding of grant making and grant writing processes.
- Strong organizational skills.
- Ability to work independently with little supervision, prioritize workload, meet tight time lines, self-initiate, set goals, organize, plan and coordinate projects.
- Ability to make independent decisions and exercise judgment consistent with appropriate policies, procedures and techniques.
- Ability to multi-task, be flexible and highly adaptable to change while remaining professional at all times.

- Ability to read, understand, interpret and apply provisions of procedures, laws, ordinances and technical documents.
- Ability to communicate effectively verbally and in writing with diverse groups.
- Ability to proofread material rapidly and accurately.
- Ability to establish and maintain positive and cooperative working relationships with other employees, outside entities, and public officials.
- Ability to remain calm, deal with interruptions; politically astute.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent education in Business Administration or a related field and four (4) years of experience in grant writing involving direction of, or having demonstrated successful coordination and completion of multiple grants while meeting continuous deadlines.

Discipline-specific training and experience preferred. Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job may be considered.

Special Requirements:

If working in a City facility the employee must be able to pass the City's background check and security clearance standards for unescorted access to certain City facilities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of a qualified individual with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to communicate verbally and in writing. Position requires dependability, the ability to work flexible schedules which may require attendance either in person or via an internet platform at evening or weekend meetings or activities.

WORK ENVIRONMENT

While performing the duties of this job on site the employee works in an office setting with a quiet to moderate noise level rating and be subject to regular office environmental conditions.

TOOLS AND EQUIPMENT USED

Personal computer including word processing, database, spreadsheet, email, computer scheduler; Internet, Intranet, a network-connected copier/fax/scanner; multiline phone, calculator, transcription/recording equipment; and, various communication devices.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.