

Grant Writer Draft

City of Mattoon

Job Description

Title: Grant Writer

Type: Full-Time

Classification: Non-Exempt

Work Hours: 8:00 a.m. – 4:30 p.m. – Monday -Friday, except holidays.

Compensation Range: \$55,000 - \$70,000 (DOQ)

Position Summary:

Research and write grant proposals to obtain grant funding while collaborating with all department levels necessary to complete multiple grant assignments and grant reporting requirements.

Distinguishing Characteristics:

This grant writer position requires knowledge necessary to write grants for the city of Mattoon. This results in filing grants with various organizations such as federal and state government, foundations and corporate entities. It also requires effectively communicating with department heads that are seeking grants in police services, fire services, public works, housing, downtown revitalization, education, technology, parks, etc.

Examples of Duties:

Proactively research available grants and collaborate with various department heads for a particular grant, taking the lead role in narrative drafting.

Develop a broad understanding of organization structure, functions and needs.

Identify and understand the financial and budgets needs for both operating expenses and capital projects.

Prioritize work based on need, cost, safety, financial return, customer requirements, time constraints, etc.

Assist in setting job objectives.

Prepare grant proposals and meet their deadlines for submission.

Prepare proposals that meet grantors requirements and successfully obtain grants.

Takes the lead role in assisting department staff in writing quarterly reports to comply with grant reporting requirements.

Build good working relations and good communications with all stakeholders in the grant process.

Desirable Knowledge, Skills and Ability:

Strong research skills.

Ability to multitask with extreme attention to detail across narratives, budgets, and supplemental documents.

Excellent writing skills, and proper use of grammar.

Self-motivated and proactive, with the ability to work both independently and collaboratively in team settings while maintaining efficiency and effectiveness.

Ability to work on confidential matters with discretion.

Highly organized with good work ethic.

Possesses basic computer literacy skills (ex: typing, copy/paste, navigating computer filing systems).

Knowledge of computer software programs used for grant writing or ability to learn (ex: Amplifund).

Good interpersonal skills.

Qualifications and Education:

Three years or more experience in writing grants of various types.

Specific grant writing courses, certificates and/or association memberships desired.

Bachelor's degree with focus in English or communications desired.

Physical Requirements:

Incumbent may engage in the following movements: stooping, reaching, pushing, pulling, fine motor hand movements, and grasping; some may be repetitive.

Incumbent must sit, stand, walk for various periods of time while performing duties of the position.

Hearing and speaking ability sufficient to carry on a conversation with other individuals in person and over the telephone.

Visual ability sufficient to read and complete written correspondence, information on a computer screen, and operate a motorized vehicle.

Perform complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgement.

The noise level in the working environment is generally quiet.

Necessary Special Requirements:

Possession of a valid Driver's License.

Experience with Microsoft Office, Excel and Word.

The above statements are intended to describe the general nature and level of work performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is well intended to be compliant with the American with Disabilities Act.

The City of Mattoon is an equal Opportunity Employer.