



CITY OF WOONSOCKET

POSITION DESCRIPTION

JOB TITLE:	Grant Writer
DEPARTMENT/DIVISION:	Planning & Development
HOURS:	40-Hours Per Week
CLASSIFICATION:	Non-Union/Non-Classified Plan

POSITION SUMMARY: Reporting to the Planning Director, the Grant Writer will be responsible for the overall coordination of research, writing, submitting, and monitoring the progress and compliance of all City grant proposals to federal, state, and private funding agencies. This position assists in managing grantor relationships and must be able to work independently or collaboratively to envision, plan and distribute assigned tasks that result in the submission of timely, complete, and compelling grant applications. The Grant Writer must be very organized, attentive to detail and a strong communicator.

DUTIES & RESPONSIBILITIES:

- Conducts prospective research on potential government, foundation, and corporate grantors through internet searches, government and professional journals, professional contacts, and other funding sources, as required.
- Maintains an active database of funding sources and types of grants offered.
- Works with City personnel and appropriate outside agencies to gather information, including financial projections and support letters, required for the grant application.
- Develops, writes, edits, and proofreads high quality and well-documented grant proposals that are in accordance with the requirements, standards, and due dates of the funding agencies.
- Follows-up on the progress of submitted proposals and communicates status to appropriate City personnel.
- Works with City personnel to maintain grant compliance and reporting, including submitting budget reports, progress reports, outcome measurements and program updates.
- Attends training seminars, special events and/or meetings as required of Grant Writer.
- Performs other duties as assigned.

QUALIFICATIONS: A minimum of two (2) years of experience in a grant writing capacity, preferably for a municipality, governmental, or non-profit setting. Experience should demonstrate a proven track record of successful grant(s) identification, preparation, submission, tracking and compliance. A bachelor's degree in a related field is helpful, as is relevant college level coursework. Applicable combinations of experience and education will be considered. Familiarity with federal and state grant agencies and databases is a plus.

SKILLS AND ABILITIES:

- Strong research skills, as evidenced by the ability to identify grant opportunities for the City, and then determine what is needed to meet grantor requirements.
- Excellent organizational skills, manifested by the capacity to pull together needed grant information from numerous sources within and outside of the City.
- Motivated self-starter with the ability to work collaboratively and/or independently in a fast-paced environment.
- Ability to work under pressure and meet grant deadlines.
- Willingness to work extra hours, as needed.
- Excellent written and verbal communication skills.
- Strong computer skills (Microsoft Office).
- Familiarity with federal and state grant databases and requirements.