

GRANT WRITER/MANAGER

Department: Mayor's Office
Division: NA
Appointing Authority: Mayor

Grade: NR4
Creation Date: 6/21
Bargaining Unit: NA

Definition:

Professional highly responsible grant writing and management to support the City and its department heads in securing grant funds for a variety of city projects. Identifies funding opportunities to support city development initiatives and city departments' services, programs, and projects; writes, prepares, and submits (independently or as part of a team) grant applications for the Mayor's office and citywide departments.

Supervision:

Duties are performed under the direction and supervision of the Mayor or, as delegated, to the Economic and Community Development Director, with review through reports and regular status updates. Work is performed in accordance with accepted practices and procedures in the field of grant writing, with considerable latitude for the exercise of independent professional judgement within the framework of the policies and directives of the Mayor.

Job Environment:

Varied work in a fast-paced, multi-task environment. Duties are performed under typical office conditions. Operates standard office equipment. Noise levels are usually quiet to moderate in a shared office setting. Work involves extensive use of telephone and computer.

Makes frequent contact with local, state, regional and federal officials. Must possess high degrees of diplomacy and judgement, considerable persuasiveness, resourcefulness, and maintain a high degree of confidentiality; must be able to work effectively with and influence all types of persons.

Has access to a variety of confidential information regarding grant program planning, financial management, and procurement.

Errors in judgment and administration may have far-reaching effect on the ability to deliver services, may adversely impact or severely jeopardize operations, cause confusion or delay, cause an adverse impact on public opinion, or legal and financial repercussions, and lower standards of service.

Attendance at early morning and evening meetings is required.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Meet periodically with department heads or designees to determine funding needs, identify potential funding sources, and prepare and/or review grant applications to meet department needs.

Researches funding opportunities and disseminates information to municipal departments and city organizations based on identified needs; prepares City grant calendar and disseminates to city departments regularly.

Evaluates Requests for Proposals and Notice of Funding Availability (NOFA's) regarding grant opportunities that are available from state, federal, local, and private resources and recommend to Department Heads and assess whether to move forward with the application process.

Developes timeline and tracks progress in preparation and submission of grant applications with critical due dates, public hearings, public comment/input for application.

Presents and/or reviews all grant applications with the Mayor or the Mayor's designee for approval prior to submission.

Reviews all departments' grant applications as requested.

Communicates with department heads or designees to review financial and programmatic terms and conditions necessary to meet grant requirements; advise the Mayor, or the Mayor's designee, of the same.

Meets with subject matter experts to develop applications in accordance with funding solicitation requirements.

Prepares and/or supervises preparation of state, federal, and foundation grant applications; assists with implementation and administration of grants and grant reporting.

Maintains the City's applicant status in government systems, e.g., grants.gov/SAM; maintains grant application files and tracks grant application activities.

Attends grant workshops for prospective grant opportunities.

Works with department heads, or designees, and fiscal office staff to develop budgets/budget narratives for grant applications.

Keeps elected officials informed of grant applications and enlists their advocacy and support as needed.

Contacts representatives of funding sources prior to, during, and after application submission to ask questions, stay apprised of the review/award process, and obtains feedback regarding award granting or rejection.

Develops, in coordination with city Communications Director, all publicity materials as directed, including press releases, support correspondence from state and federal government officials, and talking points related to grant awards.

When schedule requires remote work, expected to be available for meetings, calls, responding to emails, and conducting regular duties.

Other duties may be assigned.

Recommended Minimum Qualifications: *(Any combination of education and experience that would have provided the required knowledge and skills that enables performance of all aspects of the position is qualifying.)*

Education and Experience:

Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in journalism, English, public administration, or a related field.

Three to five years experience in grant writing and grants management (pre and post award) *with a minimum of five successful grant applications.(municipal or State/Federal grant experience)*

Knowledge, Ability, and Skill:

Strong communication skills.

Excellent writing skills with demonstrated skills in composing, editing, and proofreading professional documents; solid grasp of English grammar, syntax, paragraph structure and logical written development of ideas.

Knowledge of principals and procedures involved in writing grant proposals and processing grant applications.

Ability to follow complex sets of instruction; strong attention to detail is a must.

Experience in interviewing, researching and compiling information from many sources.

Ability to set priorities, organize and manage diverse activities.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required;

familiarity with MUNIS, Slack, other collaborative project management software and other database programs and computer hardware and software systems.

Familiarity with and ability to use a variety of federal, state, and foundation online application systems for preparation and submission of grant applications and GAAP/Single Audit Act process/requirements.

Ability to work with mathematical concepts and to develop project budgets; expertize in manipulating, analyzing and interpreting data to build a case.

Ability to exercise confidentiality, good judgment, and diplomacy.

Physical Requirements:

Minimal physical effort required under typical office conditions include regular sitting, talking, walking and mental concentration for extended periods; intermittent moderate effort required for tasks such as moving files or related office equipment. Position requires the ability to operate a keyboard, develop materials and spreadsheets, and view computer screens for an extended period of time and the ability to adjust focus; ability to distinguish color in charts and graphs; hearing ability requirements include ability to interact with subordinates, the public, elected or appointed officials and outside organizations.

Special Requirements: Must successfully pass CORI/ SORI checks. Position may require the ability to operate a motor vehicle. Must have a valid Class D Driver’s license. Ability to perform oral presentations and attend site visits including some travel, night or weekend work.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

APPROVED:

EXECUTED 7/7/2021 AND ON FILE IN THE HR DEPARTMENT

Mayor

Date

Human Resources Director

Date:
Created 6.21