

JOB DESCRIPTION

GRANTS WRITER

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for acquiring and coordinating local, state, federal, corporate, and foundation grants, as well as other external funding, to support comprehensive countywide strategic initiatives. This position will perform complex analytical work as it relates to grant coordination and administration across county funding sources. Reports to the County Commissioners.

ESSENTIAL JOB FUNCTIONS

Responsible for researching federal, state and local initiatives and using other research methodologies in search of available grant opportunities; communicating grant opportunities to departmental contacts; developing and soliciting grants for county-wide strategic programs, activities and functions; making recommendations for possible additional funding sources.

Writes and reviews grant applications and proposals; oversees grant submissions; provides coordination, administration, and compliance oversight of awarded grants and associated projects, to include monitoring grant processes and coordinating efforts to ensure continuation of renewable grants, foundations or alternate funding streams.

Responsible for reviewing, coordinating and tracking grant requests and working with department contacts throughout the County. Oversees grant implementations, monitor expenditures of awards, grants or special projects, and ensures required reporting has been completed. Develops or assists in the development of necessary accounting, budget reporting and tracking systems for grant proposals, awarded grants and alternate funds.

Responsible for reviewing grant conditions ensuring that all grant requirements are addressed prior to grant acceptance. Researches and interprets the Code for Federal Regulations, Office of Management and Budget (OMB) Circulars, federal handbooks, foundation requirements for applicability to County's grant programs, assesses the impact of changes to County program administration and communicates modifications to impacted departments and agencies.

Serves as a liaison for grant management between County management, grantor officials and other departments. Coordinates with the County Clerk and Treasurer to ensure accurate allocation of grant related funds. Maintains an updated listing of available grants and communicates opportunities to the appropriate department. Develops, formulates and implements grant related policies, guidelines, and procedures to ensure program compliance. Develops reporting systems to ensure the County's ability to meet grant reporting requirements.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the County's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

Financial Management - Comprehensive knowledge of general, budget, cost and accounting as they relate to the principles, procedures, techniques and terminology of municipal government. Knowledge of specific budget processes for operating and capital budgets. Knowledge of the functions and operations of municipal agencies.

Grant Management - Thorough knowledge of federal and state grant programs, grant writing principles and processes and ability to organize the department's resources for optimum performance under grant provisions.

Strategic Planning - Knowledge of strategic planning principles and theories to forecast future needs based on current departmental requirements and budget constraints.

Customer Service – Thorough knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees, managers, representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.

Computer Skills - Utilizes a personal computer with word processing, spreadsheet, presentation, database, and related software to effectively complete a variety of complex tasks with reasonable speed and accuracy, such as financial analyses and projections.

Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule, accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situation; performs additional research to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.

Communication - Ability to communicate complex ideas and proposals effectively to include the preparation of reports, spreadsheets, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.

Accounting and Budgeting - Ability to perform arithmetic, algebraic, and statistical applications. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in English, Public Administration or a related field. Minimum of three (3) years' experience in the preparation of federal, state and private grant proposals with proven track record of success. Experience in a government agency preferred.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history and a valid driver's license with acceptable driving record.

Goshen County requires pre-employment Drug testing and random drug testing.

PHYSICAL REQUIREMENTS

Requires the ability to exert light physical effort in sedentary to light work.

Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).

Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.

Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.