



CITY OF PAHOKEE

JOB DESCRIPTION

JOB TITLE: Grant Writer/Manager

DEPARTMENT: Community & Economic Development

REPORTS TO: Director of Community & Economic Development

SUPERVISES: N/A

FLSA: Non - Exempt

JOB SUMMARY:

Under the guidance of the City Manager this position is responsible for researching, writing, and securing, monitoring, Federal, State, Local and Foundation grant proposals for the City of Pahokee.

ESSENTIAL Duties:

- Research and Identify funding prospects through private and public foundations, corporations, and government entities to generate revenue for City Programs and projects.
- Produce high quality letters of inquiry, grant proposals, grant applications, funder reports and briefing papers within designated time constraints.
- Communicate with program staff and work collaboratively to conceptualize new projects.
- Participate in meetings as necessary for grant matters, including grant site visits, presentations, and meetings with potential grant providers/funders.
- Identify funding opportunities and new program areas to match priorities, using research tools.
- Develop budget and financial report documents in collaboration with program and fiscal staff.
- Coordinates with Finance Department to account for all grant funds.
- Monitor and maintain government grant and contract documents. Ensure compliance and meet reporting requirements for existing grants.

- Supports the relationship between the City of Pahokee and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City goals and priorities, and complies with all City policies and procedures.
- Maintains absolute confidentiality of work-related issues and City information; performs other duties as required or assigned.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree in Business or Public Administration, or related field.
- Five (5) years of experience in grant research, writing, and development, finance, or public administration. Equivalent combination of education, training and experience will be considered.
- Exhibited success in securing grants for projects and programs.

KNOWLEDGE/SKILLS:

- City operations, policies and procedures
- Effective Oral and Writing skills for grant development
- Federal, State, County and City laws, rules, regulations and ordinances.
- Practices, procedures and principles of grants administration and interworking of funding sources at all government levels.
- Must have working knowledge of public relations and media development to promote City Mission and Vision
- Accounting and auditing principles relating to grants administration.
- Microsoft Office Suite and working knowledge of the Internet and database applications.
- Handling and prioritizing multiple funding sources, projects and programs Federal, State, County and City laws, rules, regulations and ordinances.
- Establish and maintain effective working relationships with county, state, and federal partners.

PHYSICAL REQUIREMENTS

The Grant Writer will spend long hours sitting and using office equipment and computers. Must be prepared to visit the community, meet residents, review facilities and infrastructure to fully understand grant needs in Pahokee.

ENVIRONMENTAL CONDITIONS

The incumbent is located in a busy office. The incumbent is faced with constant interruptions and must meet with others on a regular basis.

SENSORY DEMANDS

The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer conducting financial analysis and preparing detailed reports which requires attention to detail and high levels of accuracy.

MENTAL DEMANDS

The Grant Writer must meet several deadlines and will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines. In addition public relations requires contact with the community and other officials pertaining to grant management

Denotes essential functions of the job. The City of Pahokee promotes an equal employment opportunity workplace which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.

ACKNOWLEDGE:

I acknowledge that I have read the job description and requirements for the Grant Writer position and I certify that I possess the requisite qualifications and skills to perform these essential functions.

Applicant Signature

Date

Witness