

City of Morgantown
Department of Human Resources

Position: Grant Writer/Administrator

JOB SUMMARY/INTRODUCTION:

Incumbent conducts research to identify private, corporate, and government grant opportunities in the interest and mission of the governance of the City of Morgantown. Draft proposals and correspondence to prospective funding entities. Directs the oversight, development, implementation, management, and procurement of external funding sources. Collaborates with Finance Department for the administration of grants, payments, matches, and reimbursements.

ESSENTIAL FUNCTIONS:

The following statements describe the principal functions of the position and its scope of responsibility, but should not be considered an all-inclusive listing of duties and responsibilities.

- Researches and identifies new government and private funding prospects
- Generates revenues for City programs and services through timely submission of well-researched, well written and well-documented grant proposals
- Writes grants and reports to government, foundations and other funders
- Identifies funding opportunities and new program areas to match City priorities through private, corporate, and government grant opportunities
- Maintains a schedule of all grants and report deadlines to coordinate timely execution
- Engages with program officers at organizations to solicit invitations to submit proposals
- Writes letters of inquiries and proposals to prospective funding entities
- Maintains a strong working knowledge of available funding sources, demographics, and other quantitative data that may support strong grant applications

- Serves as a resource and direct contact for employees/staff who are writing grant applications within various departments
- Assists staff with grant preparation and proposal development
- Provides grant training and assistance to staff upon request and at the direction of the City Manager
- Follows grant through implementation and submission of reports, requests for reimbursements, or payments. Works with various Departments to help manage projects included with grant funding

Individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

MINIMUM QUALIFICATIONS:

Possession of a Bachelor's Degree from an accredited college or university with a major in English/education, journalism, communications or marketing with five years of successful grant writing experience and proven ability to secure funding.

Must be skilled in effectively reviewing grant opportunities and the ability to write comprehensive persuasive grant applications from concept to proposal.

Must pay attention to detail and have a love for writing using statistics and emotional persuasion techniques.

Ability to document all contacts with funders using a systematic approach.

Ability to work effectively under pressure using independent judgment while producing a quality work product under tight constraints.

Must have good computer skills with extensive familiarity with Microsoft Office.

Must be skilled in analyzing budgets, projects, and timelines that are achievable.

Must be highly organized to implement systems and follow-up processes.

Ability to juggle multiple grant projects at one time and meet all deadlines.