



CITY OF WALTHOURVILLE GRANT WRITER PROPOSAL

Grant Writer Job Description:

The City of Walthourville is seeking to hire a Grant Writer to identify, research, write and oversee grant proposals and projects. This position is responsible for acquiring and coordinating local, state, federal, corporate, and foundation grants as well as other external funding. The Grant Writer will write coherent, organized, and compelling proposals. The Grant Writer will collaborate with various departments to assist with other projects and develop relationships with key stakeholders.

To ensure success you need to write well, have proficient knowledge of project management and grant funding methods. Preferred applicants are deadline-driven team players with multi-tasking abilities.

Grant Writer Responsibilities:

- Developing relationships and collaborating with key stakeholders.
- Displaying adherence to the organization's mission
- Maintaining proficient knowledge of the organization's history and programs.
- Assisting with the execution of the various department's strategies.
- Identifying grant funding opportunities.
- Writing, submitting, and managing grant proposals.
- Furnishing prospective funders with supporting documents
- Collaborating with Mayor, Council, City Attorney, City Clerk, Police Chief, Fire Chief and Public Works Administrator.
- Collaborating with the Mayor and City Clerk to compile an annual report.

Grant Writer Requirements:

- Bachelor's degree in English, Writing, Business Administration, Public Administration or a related field.
- Minimum of 3+ years of experience in the preparation of federal, state and private grant proposals with proven track record of success. Experience in governmental grant writing is preferred.

- Proficient with measuring and reaching income goals. The successful candidate will be paid only if the grant is funded, and funds will be deducted from the grant.
- Proficient with MS Office Word and Excel
- Excellent communication skills, both verbal and written
- Strong people skills
- Excellent organizational skills
- Ability to meet and adhere to deadlines.
- Financial Management: comprehensive knowledge of general, budget, cost and accounting as it relates to the principles, procedures, techniques and terminology of municipal government.
- Grant Management: thorough knowledge of federal and state grant programs, grant writing principles and processes and the ability to organize the department's resources for optimum performance under grant provisions.

Please submit Cover Letter and Resume to: hr@cityofwalthourville.com by February 11, 2025 by 5:00 PM.

The City of Walthourville is an Equal Opportunity Employer.