Village of Palmetto Bay

Position Description

POSITION POSTING DATE:	**WEDNESDAY, SEPTEMBER 30, 2015**
POSITION CLOSING DATE:	**WEDNESDAY, OCTOBER 7, 2015**

No applications will be accepted after 5:00 p.m. (local time) on the closing date.

POSITION TITLE:	Grant Writer
FUNCTIONAL AREA:	Department of Human Resources
PAY GRADE:	18
PAY RANGE:	Minimum $17.34 Hourly
	Maximum $27.76 Hourly
CLASSIFICATION:	Part-Time; Non-Exempt (28 hours or less per week)
APPROVED/UPDATED:	July 2015/ July 2015

General Purpose

Finds and develops grant proposals on behalf of the Village of Palmetto Bay to fund a variety of projects and programs in accordance with Village-wide goals and priorities.

Supervision Received and Exercised

Works under the general supervision of the Human Resources Director. Exercises no supervisory responsibilities.

Essential Duties and Responsibilities

- Researches and identifies federal, state, county, private, and foundation grant opportunities and funding requests on behalf of the village
- Carefully reviews grantor and agency grant notices and analyzes required information to develop a competitive, fundable grant applications
- Writes, edits, and generates proposals and supporting documents in response to solicitations.
- Assembles, and submits funding proposals and grant applications and related documents on behalf in a timely fashion.
- Identifies funding opportunities and new program areas that match the village's priorities, using research tools.
- Assists in the development and collection of statistics and data for the development of effective, data-driven funding applications.
- Engages with department directors and senior staff in planning and developing funding requests; regularly communicates with staff to assess potential funding needs.
- On an annual basis, develops a plan of action to assist in identifying funding prospects that are of benefit to the Village, based on the goals and priorities of the Village and its departments.
- Maintains and implements funding calendar activities, documenting all grant submittal deadlines and grant report due dates; assists other personnel with the initial and ongoing grant reporting data as necessary.
- Provides guidance to project managers on grant contract requirements to ensure that projects are consistent with grant mandates.
- Communicates with grant agencies, foundations and other funders professionally.
- Assists with other miscellaneous duties of the department; maintaining full confidentiality when dealing with personnel items.

Minimum Qualifications

Education & Experience

- Bachelor's Degree in Public or Business Administration, Communications or related field, plus two (2) years of prior grant writing experience required; prior experience may substitute educational requirement on a year for year basis.
- Prior experience in project management preferred.
- Knowledge of Microsoft Word and Excel required

Other Required Competencies

- Must have excellent written communication skills and be proficient in research and interpreting and analyzing diverse data.
- Must possess the ability to work both, collaboratively and independently to achieve stated goals.
- Must be able to set priorities and meet deadlines
- Exceptional organizational skills required
- Ability to maintain effective working relationships with the general public, co-workers and elected officials
- Must exercise discretion in dealing with confidential and sensitive matters
- Must have the ability to perform several tasks at one time

Physical Requirements and Factors

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to word processor, calculator, copier and facsimile machine.
- Tasks involve the ability to exercise light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds)

The minimum requirements may be waived by the Village Manager based on experience and other qualifications. The Village of Palmetto Bay reserves the right to update and/or change this job description at any time. The Village of Palmetto Bay is an Equal Employment Opportunity Employer and Drug-free Workplace.

Once a conditional offer has been made, selected applicants are required to complete all requisites established by the Village for employment, which may include verification of employment, a national criminal background check, a review of the applicant's driving record, and a drug/alcohol test.