

## **GRANT WRITER**

**Job Description Overview:** This position is a dual full-time position with the City of Jamestown and Jamestown Community College responsible for a full range of development activities for both organizations. These activities include grant writing and reporting with public agencies, private foundations and corporations. Specifically, this position is responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects.

### **Major Responsibilities:**

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to public agencies, foundation and corporate sources.
- Perform prospect research on foundations and corporations to evaluate prospects for various grants.
- Work with finance to gather information necessary to report to funders on current grant programs.
- Comply with all grant reporting as required by grantors and donors.
- Provide regular written updates to respective management boards, grantors, and donors.
- Understanding of institutional history and programs.
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Track statistics relevant to development and provide department with written materials necessary for grant tracking.
- Assist with other fundraising projects as requested.

### **Knowledge and Skills:**

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments

### **Qualifications:**

- A Bachelor's degree, and 3 -5 years minimum of relevant experience are required.
- Previous experience with non-profit fundraising.
- Experience working in deadline-driven environments.

- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Able to monitor and meet income goals.

**Compensation and Benefits:**

- Compensation is commensurate with experience including full health care benefits, retirement package, and paid vacation.
- Position is exempt, full-time, management confidential

**How to Apply:**

Please submit your cover letter, resume, and salary requirements to \_\_\_\_\_.

**Notes:**

1. This will be an employee of the City of Jamestown but will be dual reporting and expected to split time between the City of Jamestown and Jamestown Community College. Flexibility will be given to allow some work-from-home capabilities.
2. This position is subject to Management Guidelines of the City of Jamestown.

The City of Jamestown is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.