

GRANT WRITER

CLASS DESCRIPTION

General Responsibilities:

This is responsible professional work in seeking out grant funding opportunities and writing grant proposals to support activities and programs benefitting the citizens of the City of Madison and advancing the City's mission and priorities. Work is performed under the supervision of the Community Development Division Director or other high level supervisor and involves collaborating with City staff and community organizations to secure additional resources for the community. Work is characterized by judgment, discretion and initiative in the completion of assignments.

Examples of Duties and Responsibilities:

Assess potential funding sources for projects and services provided by the City of Madison. Conduct research regarding potential funding sources and analyze the feasibility of pursuing funding sources. Establish and maintain relationships with funding sources and prospective grant-funded project partners.

Maintain awareness of programs run by various City agencies to determine feasibility and wisdom of pursuing specific grant opportunities or other fund raising opportunities. Maintain knowledge of City priority initiatives. Provide information to City staff regarding potential grant or fund raising opportunities.

Work with City staff to put together grant applications. Write grant proposals. Review grant applications and make recommendations. Evaluate proposals as to the eligibility, effectiveness, and conformance to established goals and priorities. Ensure grants are submitted within established timeframes.

Participate in providing information to the public, non-profit community developers, for-profit developers, and others interested in seeking City assistance. Coordinate proposals and projects with other City agencies, and related private or public sector efforts.

Provide related staff support to the Common Council, commissions and boards and/or other policy-makers. Prepare project reports and position papers.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Working knowledge of loan and grant program principles and processes including grant writing and related laws and regulations. Working knowledge of business administration, principles and practices. Ability to perform related analyses. Ability to collect and analyze related data and to compile and present reports and recommendations. Ability to prepare and review financial feasibility studies and pro-formas. Ability to evaluate the effectiveness of grant-funded programs. Ability to interpret related regulations and ordinances. Ability to

develop consensus and negotiate within pre-established parameters. Ability to develop and coordinate systems and methodologies to evaluate programs. Ability to communicate effectively both orally and in writing. Ability to effectively use computer programs such as word processors and spreadsheets to prepare reports and grant applications. Ability to develop and maintain effective working relationships. Excellent writing and editing skills. Ability to relate to, work and communicate effectively with a diverse array of individuals and organizations across a wide range of subject matter. Ability to work effectively under deadline pressure and effectively meet multiple deadlines. Ability to adjust priorities, schedules and responsibilities. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Three years of experience in researching and writing grants (grant development experience) Such experience should be supplemented by possession of a Bachelor’s degree from an accredited college or university in Public Administration, Education, Business, Communications, Journalism, Public Relations, English, or related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of these positions will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Physical Requirements:

The incumbent may be expected to visit various community organizations for meetings. In addition, the incumbent may be expected to attend meetings outside of regular work hours, including evenings or weekends. Otherwise, work is primarily sedentary in nature and performed in an office environment. Employees will be expected to use standard office equipment such as a telephone, computer, calculator, copier, and fax machine.

Department/Division	Comp. Group	Range
Community Development	18	08

Approved: _____
 Brad Wirtz
 Human Resources Director
 _____ Date