

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
vacant

Work Phone:
2. Class Title (i.e. payroll title):
Grant Writer
3. Working Title (if any):
Grants and Fund Developer
4. Name & Class of First-Line Supervisor:
Bill Clingan/Community Development Division Director

Work Phone: 266-7851
5. Department, Division & Section:
Planning & Econ. & Comm. Development/Community Development Div.
6. Work Address:

215 Martin Luther King Blvd.
Madison, WI 53703
7. Hours/Week: 37.5

Start time: 8:00 End time: 4:30
8. Date of hire in this position:

July 2011
9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

This is responsible professional work in seeking out grant funding opportunities and writing grant proposals to support Community Development Division activities and programs benefitting the citizens of the City of Madison and advancing the City's mission and priorities. Significant time will be spent assessing potential opportunities, the "fit" with city priorities and producing applications in response to RFP's. The individual needs to be able to work independently, manage their time, organize their work, establish time lines and create products that positively represent the City of Madison. There is great importance placed on the production of quality work in a timely manner. Work is performed under the supervision of the Community Development Division Director 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.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 20% A. Assess potential funding sources
 1. Monitor developments of funding sources and fundraising profession
 2. Conduct research regarding potential funding sources
 3. Analyze feasibility to pursue funding sources
 4. Establish and maintain relationships with funding sources and prospective grant-funded project partners
 - 25% B. Assists City personnel regarding the feasibility and wisdom in pursuing specific grant opportunities and other fund-raising strategies
 1. Maintain knowledge of City priority initiatives
 2. Consult with City staff on available funding sources
 3. Provide information to City staff on available funding sources
 4. Maintain knowledge of community partners
 5. Perform the analysis of whether to pursue grant opportunities
 6. Provide information to the Common Council and related policy boards as required
 - 30% C. Collaboration and Partnerships
 1. Develop partnerships with City staff around applications
 2. Develop partnerships with community agencies while pursuing grants
 3. Effectively build collaborations and working relationships with grant partners
 4. Utilize strong communication skills in order to engage other potential partners
 - 25% D. Develop grant proposals as determined by the Division Director and staff
 1. Organize and produce quality work in a timely fashion
 2. Develop a timeline to guarantee that the grant is of quality and submitted on time
 3. Produce written work of quality under deadlines
 4. Ability to synthesize the priorities of the City with grant potential
 5. Write position papers and project reports as required.
 6. Perform related work as required.

12. Primary knowledge, skills and abilities required:

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.

13. Special tools and equipment required:

none

14. Required licenses and/or registration:

none

15. Physical requirements:

16. Supervision received (level and type):

Ability to work independently with general direction and guidance from the supervisor.

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.