

# GARRETT COUNTY GOVERNMENT

## JOB DESCRIPTION

**JOB TITLE:** Grant Writer  
**DEPARTMENT:** Financial Services  
**REPORTS TO:** Director of Financial Services  
**FLSA STATUS:** Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

### JOB SUMMARY:

The Grant Writer will identify, define and develop funding sources to support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies.

### ESSENTIAL JOB FUNCTIONS (not all inclusive):

- Preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities for Garrett County.
- Responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by federal, state, and private funding agencies.
- Researches and identifies new government, corporate, foundation and private funding prospects.
- Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations consistent with all policies and procedures of Garrett County Government, and the requirements and guidelines of the funding agencies.
- Generates revenue for Garrett County through timely submission of well-researched, well written and well-documented grant proposals.
- Maintains primary responsibility for grant schedules and tracking grants
- Serves as a liaison to all funding agencies and organizations.
- Works with appropriate personnel to research, develop, write and submit letters of inquiry, concept papers and grant proposals.
- Coordinates and follows-up on the progress of submitted proposals.
- Coordinates with the Director of Financial Services to create expenditure and income budgets to accompany proposals.
- Develops and maintains a master file on pending grants and contracts
- Remains up-to-date on current issues relative to grant proposals.
- Meets regularly with Directors, Division Chiefs and Managers to discuss current and new funding needs
- Be cognizant of regulations & other matters of compliance with all grants.
- Become familiar with and adhere to policies and procedures of Garrett County Government and the State of Maryland regarding grant management
- Inform Directors, Division Chiefs and Managers and answer questions regarding allowability of proposed expenditures related to all specific grants
- Inform Director of Financial Services on the progress of all grants and issues that may arise with each grant.
- Respond to information requests from the public, businesses, communities, and other government entities.
- Represent the County at events, conferences, and other events.

- Maintains grant files and historical records.
- Other duties may be assigned.

### **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill and/or ability required.

#### **Education and Experience:**

- Bachelor's Degree in a related field or equivalent
- Three years of experience in a related field.
- Preferred previous experience with grant development and management.

#### **Knowledge, Skills, and Abilities:**

- Grant writing experience, preferably with a local or state government focus.
- Experience which should demonstrate a proven track record of securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify opportunities for Garrett County.
- Ability to work effectively under pressure to ensure deadlines are met.
- Excellent writing and verbal skills, possess good presentation skills, able to lead discussions/meetings.
- Be highly organized with the ability to implement systems and follow-up processes.
- Proficiency in research, interpreting, and analyzing diverse data
- Excellent Computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills.
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.
- Basic knowledge of accounting is desired. Ability to construct and interpret financial information.
- Possess the ability to evaluate situations and recommend corrective action when appropriate.

#### **Certificates and Licenses:**

- Valid driver's license

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is typically sedentary work, occasionally lifting up to 15 pounds.
- Arm, hand, and finger dexterity with at least one hand involved in activities such as reaching, handling, and feeling.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is inside an office building; the noise level in the work environment is usually moderate.
- Some travel may be required.