

Grant Writer/Facilitator Job Description DRAFT

A grant writer/facilitator performs complex, professional, administrative and management work directly related to grant writing and management of said grants. Responsibilities include setting grant strategies related to all departments; researching and writing proposals and reports; working with the Town's operating agencies to ensure effective and efficient delivery of grant based projects. The grant writer/facilitator provides leadership for the Town in areas of grant writing, strategic planning, contract and project management.

Key Responsibilities of a Grant Writer/Facilitator

- Works under the jurisdiction of the Board of Selectmen.
- Responsible for setting grant strategy; researching potential grant opportunities; preparation, monitoring and oversight of the grant operating budget.
- Possess broad knowledge of the town's organizational structure, functions and needs.
- Possess essential knowledge of the grant application process.
- Develop effective grant proposals and grant reports.
- Identify and understand the financial and budget matters of the town.
- Ability to incorporate accurate and pertinent information in the proposal or application.
- Interfacing and communicating with individuals at all levels of the town.
- Writes periodic reports to comply with grant requirements and prepares full reports in the execution of awarded grants and final reports.
- Working with the town's leadership to complete program requirements.
- Developing project plans with appropriate timeframes to effectively communicate and work with the town and funders.
- Prepares grant related documentation for Town Meetings, including submission of prospective articles to the Board of Selectmen's Office and to the Advisory Committee.
- Serves as Procurement Officer on assigned grants, following all state required procedures and best practices.

Qualifications:

- BA/BS or MS degree
- Experience in program strategic planning and development.
- Knowledge of diverse grant application procedures, contracts and agreements.
- Highly organized, strong research skills, multi-tasking and ability to work with deadlines.
- Excellent written, communication and interpersonal skills.
- Ability to understand the project requirements.
- Self-driven, pro-active, ability to work effectively and independently.
- Ability to plan and effectively manage contracts.
- Experienced in handling highly confidential matters with discretion.
- Responsible, organized and excellent attention to details.
- Proficiency in word processing and spreadsheet software. (such as MS Word and Excel)
- Commitment to change/improvement – creating a culture that always looks to improve.
- Unquestionable ethics and integrity.
- Knowledge of procurement laws; municipal finance; state ethics; public records law.

Work is performed independently or under typical office conditions.

*May be required to work outside of normal business hours. (Board of Selectmen's evening meetings, related Town Meetings and other meetings as necessary) May travel on official business as required.