

JOB DESCRIPTION

Grant Writer

JOB TITLE: Part-Time Grant Writer/Proposal Writer

REPORTS TO: Executive Director

FLSA STATUS: Non-Exempt

APPROVAL DATE: September 2024

SUMMARY

Responsible for researching funding sources for all eligible Bowie Business Innovation Center (Bowie BIC) programs and projects, developing projects to be marketable, coordinating research as well as writing and submitting grant proposals. Developing needed partnerships and conducting public outreach and education activities regarding grant funded projects. Also responsible for understanding grant compliance for Federal, State and local entities. Must be capable of basic assignments related to project management, file maintenance, data organization & storage, and the production of reports which may include charts and graphs.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Researches, writes, and submits grant proposals.
- Be familiar with systems such as Grants.gov., USASeponding.gov, HUD IDIS., etc.
- Researches grant opportunities for all Bowie BIC programs and projects.
- Matches organizational needs with available grants.
- Works with BIC staff to develop grant proposals.
- Distributes pertinent grant information to the Executive Director and staff.
- Contacts grantors for grant program information. Attends grant workshops and training sponsored by various grantors.
- Contacts governmental agencies, legislative representatives, and private organizations in order to identify grant opportunities.
- Researches, writes, edits, prepares and submits/delivers grant application packages by specified methods and deadlines.
- Prepares Power Point presentations, reports and memos for board and stakeholder meetings
- Prepares reports on grant-funded projects, and other reports on grants activities, as required.
- Communicates regularly with Executive Director, staff, governmental agencies, project partners, and grantors.
- Maintains database of all grants researched, submitted, and awarded. Maintains database and calendars of grant programs for which Bowie BIC programs would be eligible.

- Ensures staff is aware of grant contract opportunities & requirements, applicable regulations, and required promotional signage.
- Reviews annual budget packages for grant opportunities.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively orally and in writing.
- Ability to conduct research for municipal and nonprofit grant opportunities.
- Knowledge of the methods and techniques of grant procurement including gathering and compiling data. Ability to understand and summarize applicable grant application provisions and regulations.
- Knowledge of methods and procedures used in review, rating, and evaluation of grant applications.
- Ability to use Microsoft Office format – Windows, Excel, Access, etc. and complete mass mailing tasks.
- Ability to manage programs and projects.
- **Ability to work cooperatively and effectively with co-workers and Bowie BIC customers.**

EDUCATION AND EXPERIENCE

Bachelor's degree in Business Administration, Public Administration or related field. Four years experience in grant research, writing, application, evaluation, and procurement for federal, state, local, and foundation resources.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and repetitive motions.