

**CITY OF FALL RIVER
JOB POSTING**

The City of Fall River, Mayor's Office has the following vacancy:

Date: November 4, 2016
Title: Grant Writer
Salary: \$60,000 to \$70,000 annually
Hours: Monday through Friday 9:00am to 5:00pm

Interested candidates please submit a letter of intent, employment application and resume to:

Madeline Coelho, Director of Human Resources,
One Government Center, Fall River, MA 02722 or e-mail to mcoelho@fallriverma.org
By: November 14, 2016

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Meet periodically with department heads or designees to determine funding needs, identify potential funding sources, and prepare and/or review grant applications to meet department needs.
- Present and/or review all grant applications with the Mayor or his designee for approval prior to submission.
- Advise the Mayor in his capacity as chairperson of the School Committee, regarding school department funding opportunities and applications that the Office of Grants is helping to develop.
- Review all departments' grant applications as requested.
- Communicate with department heads or designees to review financial and programmatic terms and conditions necessary to meet grant requirements; advise the Mayor, or his designee, of same.
- Meet with subject matter experts to develop applications in accordance with funding solicitation requirements.
- Prepare and/or supervise preparation of state, federal, and foundation grant applications; assist with implementation and administration of grants and grant reporting.
- Attend grant workshops for prospective grant opportunities.
- Research funding opportunities and disseminate information to municipal departments and city organizations based on identified needs; prepare City grant calendar and assist local organizations/foundations on how to identify and/or apply for grant funds.
- Maintain the City's applicant status in government systems, i.e., grants.gov/SAM; maintain grant application files and track grant application activities.
- Work with department heads, or designees, and fiscal office staff to develop budgets/budget narratives for grant applications.
- Contact representatives of funding sources prior to, during, and after application submission to ask questions, stay apprised of the review/award process, and obtain feedback regarding award/rejection.
- Develop and disseminate publicity materials as directed, including press releases and talking points related to grant awards at State and Federal levels.
- Keep elected officials informed of grant applications and enlist their advocacy and support as needed.
- Other duties may be assigned.

REQUIRED EDUCATION, SKILLS, AND ABILITIES:

- Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in public or business administration, or a related field; three to five years of experience in grant writing and grants management (pre- and post-award) *with a minimum of five successful grant applications.*
- Experience with business writing and editing; strong communication skills.
- Ability to follow complex sets of instructions; strong attention to detail is a must.
- Experience in interviewing, researching and compiling information from many sources; experience setting priorities, organizing and managing diverse activities.
- Experience in MS Office, Word, Excel and using the Internet.
- Ability to use a variety of federal, state, and foundation online application systems for preparation and submission of grant applications.
- Ability to work with mathematical concepts and to develop project budgets; expertise in manipulating, analyzing and interpreting data to build a case.

Equal Opportunity Employer