

Grant Writer Job Description

The City of Shively is seeking to hire a Grant Writer to write and oversee grant proposals and projects. The Grant Writer will write coherent, organized, and compelling proposals. Knowledge of fundraising methods and plans to reach income goals are essential for strategic planning. The Grant Writer will collaborate with various departments to assist with other projects, and develop relationships with key stakeholders.

To ensure success you need to write well, have proficient knowledge of project management and fundraising methods. Preferred applicants are deadline-driven team players with multi-tasking abilities.

Grant Writer Responsibilities:

- Developing relationships and collaborating with key stakeholders.
- Displaying adherence to the organization's mission.
- Maintaining proficient knowledge of the organization's history and programs.
- Assisting with the execution of the development department's strategy.
- Identifying grant funding opportunities.
- Writing, submitting, and managing grant proposals.
- Furnishing prospective funders with supporting documents.
- Collaborating with Mayor, Council, City Clerk, Police Chief, Fire Chief and Public Works Manager
- Collaborating with Mayor and City Clerk to compile an annual report
- Maintaining records in hard copies and computer databases.

Grant Writer Requirements:

- Bachelor's degree in English, Writing or related field.
- 2+ years of grant writing experience
- Proficient with measuring and reaching income goals
- Proficient with MS Office Word and Excel
- Excellent knowledge of fundraising information sources
- Excellent communication skills, both verbal and written
- Strong people skills
- Excellent organizational skills
- Ability to meet deadlines

The City of Shively is an Equal Opportunity Employer