

## **TOWN OF BERWYN HEIGHTS POSITION DESCRIPTION**

**TITLE:** GRANTS WRITER/MANAGER

**HOURLY WAGE:** \$30.00-\$40.00 Per Hour

**DEPARTMENT:** Town Administration

**STATUS:** Non-exempt

**REPORTS TO:** Town Manager

**CREATION DATE:** June 2023

**Purpose Of Position:** This position is the lead grants writer/manager for the government of the Town of Berwyn Heights. This is a part-time, mostly remote position with the total hours per week expected not to exceed 20 hours.

Job Summary: The Grants 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 and applications to federal (e.g., the Infrastructure Investment and Jobs Act or “IIJA”), state, local (county) and private funding agencies. Subsequent grant management is expected if the application is successful. The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities to funding entities, as required.

Essential Functions:

- Researches and identifies government (federal, state and local/county), corporate, foundation and private funding opportunities that are in line with the Town of Berwyn Heights (“Town”) priorities, or as directed;
- Generates high-quality proposals, narratives, applications and supporting documentation in response to solicitations, consistent with the requirements of each funding source;
- Maintains primary responsibility for grant schedules and tracking grants, updating the Town Manager on a periodic basis or as requested;
- Serves as a liaison to all (or potential) funders;
- Researches, writes and submits letters of inquiry/concept papers, and secures support letters;
- Follows-up regarding the status of submitted proposals;
- If necessitated, confers with the Town Manager and/or Town Treasurer to create project budget (showing income and expenditures) to accompany proposals;
- Develops and maintains a master file on pending grants and established contracts;
- When requested, meets with department director(s) to discuss project and grant opportunities;
- Become cognizant of regulations and other matters of compliance with all grants consistent with instruction or guidance from funding sources through FAQs, CFRs, e-mail, webinars and other communiques;
- Remains up-to-date on current issues relative to the craft of grant proposal writing;
- Informs staff and answer questions regarding allowability of grant expenditures;
- If requested, drafts grant policies and procedures for the Town;
- Must be comfortable working remotely and with considerable independence;
- Performs related duties as assigned.

#### Minimum Education, Skills and Abilities

- The ability to identify potential and relevant grant writing opportunities;
- Grant writing experience that demonstrates a proven track record of securing new funding opportunities;
- Excellent research, writing and verbal skills;
- Proficiency in interpreting and analyzing diverse data;
- Excellent computer (Microsoft Office Word, Access, PowerPoint and Excel) and database management skills;
- Able to develop relationships and collaborate with stakeholders, fellow employees, Federal/state/County officials, contractors, elected officials and the general public;
- Maintain proficient knowledge of the Town's history and services;
- Motivated self-starter with the ability to work independently or collaboratively.

#### Preferred Education, Skills and Abilities

- Minimum of three years of experience as a successful grant writer, with a proven record of securing major grants;
- Thorough knowledge of the grant application process, scoring criteria and funding cycles;
- Experience developing and managing grant budgets and meeting reporting deadlines;
- Master's degree is preferred.

**Compensation:** This position can expect to be compensated between \$30.00 and \$40.00 per hour, depending upon credentials and experience. No benefits included.

**Special Requirements:** This position is not guaranteed a permanent desk at the Berwyn Heights Town Office; therefore, the position will be largely remote. Subject to a criminal background check prior to employment.

**NOTE:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.

The Town of Berwyn Heights is an Equal Opportunity Employer (EOE). In compliance with the Americans with Disabilities Act (ADA), the Town will provide reasonable accommodations to qualified individuals with disabilities.