

## **VOLUNTEER GRANT WRITER**

### **JOB DESCRIPTION**

**This position is to be appointed by and reports to the Town Administrator. This annual appointment runs from July 1<sup>st</sup> to June 30<sup>th</sup>.**

**Preferred Knowledge and Experience:** Strong computer skills to enable on-line research of available granting agencies and grant program specifics, as well as to submit on-line applications and related attachments. Good communication skills to interact with stakeholder departments or committees. Excellent writing skills to effectively present concise and appropriately detailed grant requests.

#### **Position Charge:**

1. Meet with departments and key town committees to identify areas of funding need. Note: Many departments currently handle their own standard annual grants, and this Grant Writer is intended to assist with this process if requested by the department or committee, or to work to research and apply for other grants not currently handled by the stakeholder group.
2. Research possible funding programs specific to identify departmental or committee needs. Identify key submittal requirements and grant submittals deadlines.
3. Collaborate with department staff or committee Chairs to gather specific data and rationale needed to develop a strong and effective grant application.
4. Seek letters of support or other required attachments to augment and strengthen the grant applications.
5. Track progress of all grant submittals.
6. Notify the department or committee of grant funding outcome.
7. If grants are awarded, work with the department or committee to prepare any funding paperwork such as state contracts, and to prepare and submit any grant administrative reports during the term of the funding.
8. Track all proposed, pending and awarded grant programs by department.