

Grant Writer Job Description

Responsible for finding funding opportunities for Holland and writing proposals to secure grant money. Duties include understanding deadlines, drafting grant requests and submitting grant activity reports.

Duties and Responsibilities

An effective Grant Writer should have excellent research and communication skills; being able to clearly communicate in both in written and verbal formats.

Responsibilities include the following:

- Understand history, structure, objectives, programs and financial needs of the Town.
- Research grant opportunities.
- Draft grant proposals and supporting documents.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.

What Does a Grant Writer Do?

They search for available grants and research their requirements to find opportunities that align with our Town's priorities. Grant writers prepare drafts using persuasive language and facts about our Town to explain why we should receive funding and how we will use the money.

Desired Skills and Qualifications

- Clear and concise writing and verbal communication skills
- Experience in grant writing
- Knowledge of proposal submission and fundraising process
- Ability to understand funding requirements of our Town
- Strong research skills and knowledge of information sources
- Multitasking, organizational and time management skills
- Ability to handle confidential matters with utmost integrity
- Working knowledge of computers

Compensation: hourly wage dependent upon experience and qualifications

Work schedule: flexible; some on-site hours required