



**NOVEMBER 9, 2023**

## **GRANT WRITER**

The City of Quincy, Florida has an immediate need for an experienced Grant Writer. The Grant Writer is responsible for the preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities applicable to City Government. Must be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use independent judgement and produce a quality work product within tight time constraints. Previous experience will demonstrate a proven record of accomplishment in securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs. Work is performed under the direction of the City Manager with the majority of the work performed independently.

### **Illustrative Duties:**

- Researches and identifies new government, corporate, foundation and private funding prospects to match City priorities;
- Generates high-quality proposals, narratives, applications and supporting documents in response to solicitations;
- Generates revenues for City programs through timely submission of grant proposals;
- Maintains primary responsibility for grant schedules and tracking grants;
- Serves as a liaison to all funding agencies and organizations;
- Works with appropriate personnel to research, develop, write and submit letters of inquiry, concept papers and grant proposals;
- Coordinates and follows up on the progress of submitted proposals;
- Coordinates with Finance to create budgets to accompany proposals;
- Develops and maintains a master file on pending grants and contracts;
- Familiarizes self with and adheres to City & State policies and procedures regarding grants management;

### **Knowledge, Abilities and Skills:**

- Effective in reviewing grant opportunities and writing comprehensive grant applications
- Skilled in analyzing budgets, projects, and timelines
- Ability to read and interpret documents
- Ability to speak effectively before citizens and/or employees
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions

### **Minimum Qualifications:**

- Bachelor's degree in Business Administration or a related field
- Five to ten years of experience in grant writing, contract administration and program development

**We offer a competitive salary and compensation package.**

**Annual Salary: \$46,092.00 – \$64,605.00**

**If this sounds like the opportunity, you have been looking for, please submit your application and resume to:**

**HUMAN RESOURCES DEPARTMENT**

***HumanResources@myquincy.net (404 West Jefferson Street - Quincy, Florida 32351)***

**CLOSING DATE: OPEN UNTIL FILLED**

***Equal Opportunity Employer – Drug-free Workplace!***