



# City of Lander

## REQUEST FOR PROPOSALS FOR GRANT WRITING SERVICES

The City of Lander seeks an experienced professional to provide grant writing services on an as-needed basis. The individual selected will identify private and governmental grant opportunities from a list of needs that will be provided by the City of Lander. The selected grant writer will coordinate the development, writing, and submission of grant proposals to the identified third-party entities. The position may also be responsible for collecting, analyzing, and reporting data on the performance of grant-funded projects if appropriate and as pre-determined during the grant application process.

**Qualifications:** Bachelor's degree or have worked in a related discipline with a minimum of three years of related experience and a proven track record in grant writing and program development. Candidate must have excellent written and verbal communication skills, be proficient in research, interpreting, and analyzing diverse data and possess the ability to work collaboratively and independently to achieve stated goals.

### **GRANT WRITER – Services Description**

Qualified candidates should possess excellent writing and computer skills (Microsoft Office Word, Access, Powerpoint and Excel), and database management skills. The candidate must be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints. Previous experience will demonstrate a proven track record in securing new funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify funding opportunities for special programs.

Primary responsibilities include preparation of proposals and grant applications. Duties include all administrative work in researching, identifying, developing and responding to public and private grant opportunities. Grant may be required in the areas including, but not limited to, Economic and Community Development, Law Enforcement and Emergency Response personnel (including firemen) training, communication, equipment and vehicles, Disaster Relief, Environment and Conservation measures, Municipal Water and Sewer Utilities, Parks and Recreation activities, Communication Technology, and Security Technology.

Work is performed under broad direction of the Assistant Mayor with the majority of work performed independently. Funding requirements such as budgeting, matching funds, shared costs and in-kind services will be coordinated closely with the City Treasurer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Researches and identifies new government, corporate, foundations and private funding prospects based on a list of needs provided by the City of Lander..

- Generates grant applications, proposals and supporting documents in response to solicitations.
- Generates revenue for City of Lander programs and services through timely submission of well-researched, well written and well-documented grant/fund-raising proposals.
- Assist City staff to maintain and implement funding calendar activities, including cultivation activities.
- Writes applications and reports to government, corporate, foundation and other funders.
- Uses research tools to identify funding opportunities in program areas to match the City's priorities.
- Serves as a liaison to all funding agencies or organizations during the application, award and report phases as needed.
- Special projects, including but not limited to, review City-written proposals, determine eligibility, engage with program officers of potential funding organizations, etc. as needed.

### **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate some or all of the following competencies:

- **Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflow and procedures.
- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations
- **Technical Skills** - Experience with all manners of computer operation; competent in Google Suite or Microsoft Office Suite, ability to create maps and exhibits with google earth or similar program, and experience with database applications.

- **Customer Service** - Manages funding agencies and organizations as customers; solicits feedback to improve applications; responds promptly to requests for information and assistance; meets deadlines and time commitments.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- **Written Communication** - Writes clearly and informatively; varies writing style to meet needs; presents technical and numerical data effectively; able to read and interpret written information.
- **Quality Management** - Looks for ways to improve and promote quality; demonstrates timeliness, accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Organizational Support** - Adhere to contractual obligations; completes administrative tasks correctly and on time; supports organization's goals and values.
- **Strategic Thinking** - Understands City of Lander's priorities and needs; analyzes the grant markets and competition; adapts strategy to changing conditions and individual grant requirements.
- **Initiative** - Undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

#### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Knowledge, Skills and Abilities** - Comprehensive knowledge of standard funding practices; Competent in writing grant applications and reporting techniques.
- **Education and/or Experience** - Bachelor's degree with a minimum of three years related experience in grant writing and contract administration.
- **Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before funding organizations or employees of an organization.
- **Mathematical Skills** - Ability to calculate figures and amounts such as budgets,

proportions, percentages, ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability** - 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 furnished in written, oral, diagram, or schedule form.
- **Computer Skills** - Experience with and knowledge of computer operation; knowledge of Google Office Suite or Microsoft Office Suite, and database applications.
- **Certificates, Licenses, Registrations** - None.
- **Special Requirements** – ( If necessary, reimbursable, occasional overnight travel within the state required.)

**ESSENTIAL PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks may involve extended periods of time at a keyboard or workstation.