



Job Description

Position: Grant Writer/Coordinator

Salary Range: \$40,000-\$60,000

Job Type: Full-Time

Summary & Scope of Responsibilities: The Town of Colonial Beach is accepting applications for a Grant Writer/Coordinator. This position is responsible for providing grant writing and coordination services on behalf of the Town.

Reporting Relationships: Reports directly to the Town Manager.

Essential Tasks & Responsibilities:

- Researches grant opportunities for Town projects and submit funding proposals to granting agency for consideration.
- Maintains a current list of grant opportunities that include previous awards as well as those aligned with established Town goals.
- Presents opportunities for new funding sources and innovative approaches for review.
- Researches specific requests for funding as received and compile findings for review.
- Carefully reviews all opportunities to ensure eligibility and application requirements.
- Meets with stakeholders to review opportunities and gather information as needed.
- Performs research and verifies information as needed to complete application.
- Maintains and follows an accurate and comprehensive suspense calendar to ensure that essential tasks are performed at the appropriate time in the application process.
- Develops grant related budgets and requests or drafts letters of support.
- Prepares and coordinates all post grant award items; including collection of financial and programmatic data on as needed basis as required by grant guidelines
- Prepares and submits grant applications in a timely manner on behalf of the Town to request federal, state, or local assistance.
- Presents informational and action items to the Mayor and Council

Knowledge, Competencies & Technical Skills:

- Knowledge of federal and state grants, laws, and regulations as applied to human services, economic development, and housing.
- Knowledge of grant application process.
- Skill in interpreting contract language and federal and state program regulations.



- Skill in utilizing a calculator, personal computer and various word processing and desktop publishing software packages.
- Skill in interpersonal relations.
- Excellent skills in oral and written communications.
- Proficient skill using Microsoft Office products; Outlook, Word, Excel, PowerPoint.
- Excellent communication skills, ability to effectively communicate both verbally and in writing as well as the ability to give verbal and written instructions.
- Requires courtesy, discretion and sound judgement when interacting with the public.
- Ability to establish and maintain a cooperative working relationship with others.
- Must be able to maintain a high degree of confidentiality with regard to sensitive information.
- Performs all other duties as assigned.

Expected hours & Travel: Salaried position, with core hours expected during the hours of 8:30am-4:30pm.

PREFERRED QUALIFICATIONS:

- Success in obtaining one or more of the following HUD grants: CDBG, CoC
- Success in obtaining one or more of the following VDOT/ DCR/DEQ grants
- Experience in successfully requesting FEMA/GEMA Disaster Recovery Public Assistance

Knowledge and level of competency commonly associated with the completion of a bachelor's degree in Public Administration, Communications, English, Professional Writing or a similar major and two years experience as a grants writer, with successful awarding of both federal and state sponsored funding is required. Minimum starting salary is \$45,425 plus excellent benefits.

AAP/EEO Statement: This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and employment practices and will make reasonable accommodations or the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact the Director of Human Resources (at 315



Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.

Non-Discrimination in Employment

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

Duties and Responsibilities may change: This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.

Positions open until 07/09/21. Applications may be obtained at www.colonialbeachva.net. Return completed application, resume and cover letter to Laura Corbin, Human Resources via email at lcorbin@colonialbeachva.net.