



Title: Senior Grants Writer

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to identify, define and develop funding sources to support existing and planned District activities, as well as develop proposals, write project descriptions, compile information required by third party entities and submit grant applications. The grant writer is also responsible for post-project reports required by the third party entity, tracking the progress of grants that have been received and ensuring compliance with grant and contract requirements. This is accomplished by creating compelling proposals and progress updates for existing and potential third party entities, helping connect third party entities to the District, and ensuring efficient coordination across internal teams to ensure all deliverables and deadlines are met. The Senior Grant Writer reports to the Director, Office Management & Budget and works closely with many departments.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Identifies funding/Grant Opportunities for District-wide projects by coordinating with all Divisions regarding their needs, upcoming projects and opportunities to fund strategic initiative projects through grant funding. Continuously monitors various websites, foundations and state and federal sources for grant opportunities. Seeks innovative sources of grant funding. Maintains a current and thorough working knowledge of county, state, federal and private grant funding and other resource development opportunities and requirements. Locates, identifies, researches, collects and analyzes data as set forth in the grant application guidelines.
3	S	Maintains a continuing and effective rapport and working relationship with local, regional, state and federal offices to obtain grant related information in a timely manner. Acts as project leader for all assigned grant applications. Creates timelines for grant completion and gathers the necessary information from administrative staff. Performs necessary research to supplement application narrative, budget, or attachments. Compiles, edits and writes narrative progress reports.
2	S	Develops grant applications including the development of all submission timetables, proposed language and overall strategy to ensure timely submission of the application. Structures work flow and executes work plan to ensure that all departments involved in the process have adequate opportunity to provide significant input and review prior to the grant application. Works with project managers to develop detailed project budget breakdown for projects. Assembles budget and expenditure information from project manager and members of the Finance



		department. Collaborates with proper stakeholders to obtain input, signatures, data, forms, letters of recommendation, etc. Develops language for both the grant application narratives and data including, if necessary, charts, tables, maps, and diagrams to illustrate data.
5	S	Maintains and tracks grant requests and reporting requirements. Maintains database and files regarding information about grantors, including contact information, requests for funding, reporting requirements, deadlines, and whether the requests are funded or not funded. Through periodic audits and inquiries, and in coordination with all Department involved, assists in ensuring that SacRT complies with all grants/contracts or other external agreement requirements.
6	S	Responds to questions concerning grant compliance. Meets with involved personnel/agencies/business and partnerships and funding source agencies as needed to review financial reports, verifies figures and information for accuracy, completeness, and compliance with grant regulations.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business Management, Public Administration, Communications, Marketing, Planning, Economics, Finance, Accounting or another closely related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	<p>Minimum of four (4) years' experience in grants writing and administration, grants management and/or grants contracts administration, including program development, fundraising, and grant compliance auditing/monitoring.</p>
Supervision	<p>Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.</p>
Human Collaboration Skills	<p>Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.</p>
Freedom to Act	<p>The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance is reviewed periodically.</p>
Technical Skills	<p>Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.</p>
Fiscal Responsibility	<p>Position has major fiscal responsibility. Is responsible for department-wide financial decisions. Assures that appropriate linkages exist between budget requests and departmental goals and objectives. Monitors budget plan, and adjusts as necessary.</p>
Reading	<p>Advanced: Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Math	<p>Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Writing	<p>Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.</p>
Certification & Other Requirements	



KNOWLEDGE
<ul style="list-style-type: none"> • Public agency and general financial and accounting principles, policies and procedures. • Mathematical and statistical analytical techniques. • Planning, financing, and operation of a public transit system. • Principles of capital program development and grant administration. • Principles and practices of budget development and administration. • Principles and practices of financial and administrative report preparation and presentation. • Methods, procedures, and techniques relative to governmental assistance programs, grant applications, and regulations. • Funding agency requirements, restrictions, and regulations. • Fundraising techniques and strategies. • Research techniques for fundraising prospect research. • Federal and state grants/contracts and other pertinent laws, regulations policies and requirements. • Principles and practices of record keeping, ability to maintain accurate and up to records of all grant proposals, status and administration
SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation, graphics and database software • Specialized software related to functional area
ABILITIES
<ul style="list-style-type: none"> • Write clear, structured, articulate and persuasive proposals while organizing information clearly and precisely. • Creatively solve problems and make decisions • Work with in a team and use internal and external resources to perform at a high level • Remain calm under pressure and adopt to change • Manage multiple priorities, assigning priorities and very effective time management. • Remain abreast of federal and state grant/contract programs. • Conduct research, analyze findings, prepare and present clear and precise recommendations and reports. • Exercise discretion, maintain strict confidentiality and adhere to ethics standards • Read, analyze, and interpret technical information, financial reports, and legal documents. • Respond to inquiries or complaints from regulatory agencies or members of the community. • Write grant and other resource development activities proposals and articles for publication that conform to prescribed style and format using computer software programs. • Work with mathematical concepts such as probability and statistical inference • Extract statistics and written information from reports and transfer to other documents. • Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Draw programming connections and identify related goals between programs and departments that will both facilitate the District’s strategic plan and be more competitive when reviewed by funding agencies.



- Effectively present information to executive management and various outside agencies/partnerships
- Conduct advanced internet searches.
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Attention to detail.
- Ability to meet deadlines.
- Strong contributor in team environments
- High level of organizational and time management skills, including strict deadline management
- Independently perform difficult administrative and support work involving the use of independent judgment and personal initiative.
- Skill in successfully obtaining external funding for organizations.
- Strong interpersonal and effective communication skills, both written and verbal.
- Provide specialized financial support to the District's grant funded capital and non-construction projects.
- Prepare highly complex financial and administrative reports.
- Ensure accurate and timely submission of financial reports to various governing agencies.
- Analyze and interpret financial data and complex documents.
- Establish and maintain effective working relationships with employees and other agencies.
- Deal with difficult people and situations.
- Learn District and departmental operating policies and procedures.
- Speak clearly and communicate messages to appropriate individuals.
- Organize information clearly and precisely
- Effectively prioritize and manage multiple priorities and deadlines.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	X	Light-	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	X	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations, observing work duties, communicating with co-workers
Sitting	C	Desk work, meetings
Walking	O	To other departments/offices/office equipment, around work site
Lifting	R	Files, supplies, equipment
Carrying	R	Files, supplies, equipment
Pushing/Pulling	R	File drawers, tables and chairs
Reaching	O	For supplies, for files
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard, calculator, telephone pad
Kneeling	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers
Crawling	N	
Bending	R	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	From computer to telephone
Climbing	R	Stairs; step stools
Balancing	N	
Vision	C	Reading, computer screen
Hearing	O	Communicating with co-workers and public and on telephone
Talking	C	Communicating with co-workers and public and on telephone
Foot Controls	N	
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, scanner, copier, personal/district vehicle, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



CLASS HISTORY:

Adopted: 11/17
Revised:
Title Change:
Maintenance
Update:
Abolished:
Job Key: 60006203