



Salary: \$50,000 (with potential bonuses)
Date: 07/01/2014

CONTRACT GRANT WRITER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

This is a professional contract only position. The contracted grant writer will prepare and track proposals for submittal to potential funding sources to obtain funds for ongoing or special institutional projects. This position is responsible for research, cultivation, writing, and stewardship for grants from funding sources, both public and private, in support of City funding priorities. Additionally, the grant writer works collaboratively with various City departments to compile, submit and track grant proposals. The position also facilitates prospect tracking and management goals as well as conducts research on current and future funding sources to identify new prospects.

The contract grant writer position is a contracted job subject to a specified contracted salary with the potential for performance bonuses if certain City goals and objectives are achieved. There are no City benefits provided for this contracted position.

SUPERVISION RECEIVED AND EXERCISED

This is a non-supervisory contracted position. This position receives general supervision from the Assistant City Manager and/or the Finance Director for the City of Sedona.

The contracted professional exercises considerable independence and judgment in his/her work efforts. Policy matters and recommendations are referred to the supervisor for decision.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

Essential Functions:

1. Identifies and researches corporate, foundation, and government sources of funding.
2. Researches funding source proposal requirements and submittal deadlines and maintains report deadline calendar.
3. Interviews City project/program managers to determine goals and objectives, scope, feasibility, and funding needs for programs.
4. Gathers and maintains current files on institutional programs and projects.
5. Writes, edits, and proofreads proposals and reports to corporate, foundation, and governmental agencies.
6. Coordinates preparation, assembly, and delivery of proposal documents.
7. Tracks status of proposals and follows up to provide additional information as required by funding sources.

8. Works in conjunction with the Finance Department, City Manager's Office and other City departments to match grant opportunities with Sedona's funding priorities and develops the proposal collaboratively with the appropriate City department.
9. Acts as the primary contact with the grantors during the decision making process to assure that all requirements have been met and to assist if necessary with any additional information that might be needed.
10. Maintains an ongoing relationship with each potential grantor after their decision has been reached (either positive or negative) for the purpose of possible future proposals.
11. Works directly with City departments and staff to ensure correct information and to ensure adherence to grant requirements. Maintain and complete all necessary reports in conjunction with staff to assure grant compliance.
12. Achieves annual budgeted goal for grants.

QUALIFICATIONS

Competencies:

1. **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
2. **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
3. **Technical Skills** - Pursues training and development opportunities; Shares expertise with others.
4. **Customer Service** - Responds to requests for service and assistance; Meets commitments.
5. **Oral Communication** - Demonstrates group presentation skills; Participates in meetings.
6. **Written Communication** - Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
7. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.
8. **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.

Ability to:

1. Develop grant proposals that are aligned with and support the City's mission and initiatives.
2. Identify and develop professional relationships with public and private funding sources.
3. Facilitate the development of fundable grant proposals in collaboration with senior City management and other City staff.
4. Facilitate development of partnership proposals for local or regional grant opportunities.
5. Perform grants-related research and analysis, including internal and external reports and data for use in need statements, program design, and evaluation components of grant proposals.
6. Maintain knowledge of local, state, and national politics, policies, and trends that affect grant writing for the City.
7. Maintain confidentiality of information within the department.
8. Assist with the completion of required reports to funding agencies and ensure regulatory compliance with funded projects.
9. Ensure compliance with the City's grants-approval process.
10. Participate in professional development activities to stay abreast of internal changes that impact performance and in the field of resource development.
11. Keep records and prepare reports.
12. Establish and maintain effective relationships with internal and external parties.
13. Work independently and makes sound, timely decisions.
14. Show initiative in performing job functions.
15. Maintain professional composure and tact, patience and courtesy at all times.
16. Operate and use modern office equipment.

- 17. Maintain mental acuity to ensure thorough analysis of situations in a fast-paced environment.
- 18. Meet deadlines.
- 19. Perform other duties as assigned by the City Manager’s Office of the Director of Finance.

COMPENSATION AND POTENTIAL PERFORMANCE BONUSES

Appointments for this position shall be made on a contract basis. The contract may be terminated by the City at any time without cause following seven (7) days written notice from an authorized representative of the City. This contracted position shall be paid a contract salary of \$50,000 per fiscal year, DOQ, paid bi-weekly, and shall have no City benefits.

This position may be entitled to performance bonuses upon successful demonstration of meeting City grant funding goals and objectives following a substantive review of performance by the supervisor of this position. Performance bonuses shall only be issued for grants successfully obtained during the fiscal year, shall be a percentage only of the total grant amount, shall be capped at a specified amount and shall be based on the following methodology:

Grant Amount Range	Maximum Percentage of Performance Bonus
Up to \$250,000	0.5%
\$250,001 to \$500,000	1%
\$500,001 to \$1,000,000	1.5%
\$1,000,001 to \$5,000,000	2%

The total capped amount of compensation for this contracted position inclusive of the contracted base salary and performance bonuses shall be a maximum of \$125,000.

EDUCATION AND EXPERIENCE

Experience:

Minimum of five (5) years of demonstrated successful experience in grant writing and grants administration; municipal experience preferred but not required.

Education:

Minimum of a Bachelor’s degree in communications, marketing, business or similar profession from an accredited university or college, or equivalent experience.

REQUIRED LICENSES/CERTIFICATIONS:

Possess and retain a valid Arizona state driver’s license throughout tenure of contract employment, without impending loss at time of appointment.

Certified Grant Writer® Credential by American Grant Writers Association, Inc. is preferred.

PHYSICAL DEMANDS

Continual sitting, keyboarding, observing computer screen, twisting in seated position; frequent bending, squatting, reaching, lifting or moving items weighing 35 pounds or less, standing, walking, writing; occasional reaching above shoulders, driving, moving and servicing office equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Work is primarily indoors with occasional visits to project sites to gather information. Required to sit, talk, and hear; use of computers and office supplies which require repetitive arm, wrist and hand movement. Occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend or crawl.