**Status:** Non-Exempt

**Grant Writer**

# Definition

The Grant Writer works across Missoula Aging Services (MAS) and provides oversight, direction and planning to support effective grant writing and editing processes. Responsible for Agency compliance which includes supporting the development and monitoring of internal outcome measurements, grant compliance and consistent and timely reporting.

**Essential Duties**

*(The following are intended to illustrate typical duties; they are not meant to be all inclusive or restrictive)*

1. Supports MAS’ mission and philosophy and fully participates in ’s goals and objectives.
2. Grants

a) Coordinate, Write, Review, Submit or Edit Grants and Reports and other Agency publications.

* 1. Foster existing relationships and cultivate new relationships to support achievement of strategic plan objectives.
  2. Research grant availability through a variety of outlets including but not limited to public and private sectors.
  3. Research data, keeps current Census information and relevant program surveys and statistics.
  4. Evaluate RFPs for applicability to needs and mission.
  5. Prepare proposals for ongoing funding with assistance from appropriate staff.
  6. Review and edit proposals as needed.
  7. Provide technical assistance and training in writing grant proposals for applicable staff.
  8. Maintain and update the tracking system of all annual grant proposals including contact information and due dates, amounts requested and received, and reports completed and coming due.

1. Compliance
   1. Works across the Agency to ensure programs and departments have, and monitor, defined programmatic outcomes measurement tools.
   2. Oversees grant compliance and consistent and timely reporting.
   3. Maintain records of annual surveys and assessments to be used in reporting program goals, objectives, and impacts.
   4. Prepares/provides required or requested reports that evaluate agencies progress toward strategic plan objectives.
2. Budget
   1. Provides input to support budget planning process related to grants, projects, and program outcomes.
3. Relationships
   1. Establishes and maintains cooperative working relationships within MAS and with outside organizations and individuals.
   2. Works with Development Director to build relationships and manage fundraising strategies for various types of organizational funders, including event sponsors, local businesses, other non-profits, and professional associations.
   3. Models’ positive leadership: Fosters teamwork and collaboration; cultivates open communication; acts as a catalyst for change and continuous improvement; encourages and empowers others to achieve.
4. Additional Dev-Com Support
   1. Assist with outreach and communications activities such as reviewing/editing communication materials and drafting social media posts, blogs, and *Connections* articles.
   2. Assist with additional development and fundraising activities, as necessary.
5. Performs related duties as assigned.

**Supervision Received**

Works under the general direction of the Development Director.

**Supervision Exercised**

None.

**Working Relationships**

The work entails interacting with Missoula Aging Services employees, volunteers, Governing Board members, vendors, and other sectors of the general public. This individual has regular interaction with stakeholders to communicate important agreements that require tact, a sense of timing, the ability to engender trust and sensitivity to diverse audiences. This individual regularly exercise authority to follow up with other MAS staff during the grant application process.

**Working Conditions**

The work is typically performed in an office setting. Occasional travel within Missoula County and Montana is required. Must be available to work occasional evening and/or weekend events.

**Physical/Mental Demands & Working Conditions**

Working is primarily in an office environment, free of excessive noise or other disagreeable elements; temperature is regulated, with less than 10-degree Fahrenheit variation. Incumbent must stand, bend, and kneel on an intermittent basis (less than 15% of the time). Occasionally walk and frequently sit, with continuous full use of hands, repetitive movement, keyboarding, and clear vision, as well as speaking and hearing normal conversation. Requires high attention to detail (45-70% of the time) with frequent deadlines and intermittent (less than 15% of the time) moderate physical effort, moving or carrying 5 to 25 pounds, while intermittently working alone. Incumbent is intermittently exposed to on-street driving and moving vehicles with an occasional overnight stay away from home.

**Qualifications**

*Knowledge:* Above average knowledge of programs; above average knowledge of grant writing processes and best practices; knowledge of budgeting principles.

Above average knowledge of developing, maintaining, and fostering interpersonal relationships and active listening.

*Skill:* Excellent grant writing skills. Proven skill in organizing people and projects. Excellent skill in the use of a personal computer in Microsoft Windows environment. Demonstrated skill in database management and record keeping. Above average interpersonal and coaching skills, including oral and written communication. Above-average influencing skills.

*Ability***:** Ability to work within a team concept using a prescribed approach. Ability to successfully interact with a wide range of individuals of diverse backgrounds and viewpoints. Ability to work with minimal supervision. Ability to maintain a high level of confidentiality.

*Education and Experience:* The knowledge, skills and abilities described above are typically acquired through a four-year degree in Business or Public Administration or related field (e.g., English, Journalism, Public Relations) and two (2) years of grant writing experience within the field, *OR*a suitable combination of education and experience. Volunteer work may be considered in evaluating work experience. Experience with and training in grant writing is required.

**Competency**

*Professionalism:* Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

*Quality:* Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

*Quantity:* Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

*Safety and Security:* Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Personal Attributes**

It is essential for this position to be open-minded and flexible with regard to the work to be performed. This position will require a great amount of self-motivation, self-directedness, and discipline. Must be able to work and perform under moderate to high pressure. A high level of organizational skill is necessary in receiving and prioritizing projects and tasks. Must be willing to assist co-workers as needed without direction to do so. Teamwork, communication, and flexibility are essential to this position and to the company.

It is essential that the person in this position understands the policies and procedures as set out by management, and work as a team member for the good of the company.

**I understand that this job description is presented as a matter of information only and nothing contained in this job description shall be construed as an agreement or contract of employment between Missoula Aging Services and the employee.**

**I acknowledge receipt of this job description and have read and understand the duties outlined above.**

**Signature of Employee: Date:**