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TO APPLY

Grant Writer
Salary Band 3

FLSA: Non-Exempt

Reports to: Full-time staff as assigned

Staff Supervisory Responsibility: No

We Value

- Trustworthiness
- Openness
- The Highest Ethics
- Efficient Stewardship
- Knowledge
- Collaboration
- Service
- People

General Service Areas/Conditions: Primarily indoor office environment in various departments with occasional site work as required. Ability to occasionally lift and/or move up to 25 lbs. Frequent interaction with the public. Some nights and weekends could be required as needed.

Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.

This is a Full-time, Non-Exempt, Temporary position ending annually at the end of the fiscal year (June 30th). A continuation of employment is contingent upon Board of Supervisor approval of funding availability during their annual budget consideration.

Performs with excellence, the following tasks, including but not limited to:

- Assist departments in the preparation of grant proposals and applications that will enhance department efficiency and service to the public
- Facilitate all aspects of grant preparation, including: researching and gathering supporting documentation, writing and preparation, submission and tracking grant applications through the award stage.
- Research and identify grant opportunities and external funding sources that meet the needs and are consistent with the County's goals and objectives;
- Coordinate and attend planning and implementation meetings for prospective grant-funded projects;
- Serve on committees, develop resources and serve as primary contact for departments involved in grant processing;
- Collaborates and works in tandem with county departments, related agencies, private sector organizations, and citizens to facilitate successful grant applications.

Qualifications:

- Bachelor's degree
- 2 years of related experience in detailed document preparation. **Desirable: 2 years grant management experience.**
- Additional education and/or training may be substituted where applicable.
- Valid Virginia Drivers' License and insurable under the County's policy.
- Completion of National Incident Management System (IS-100 and IS- 700 or NIMS equivalent) within 90 days of employment.

Core Skill Sets:

- Familiarity with policies, regulations and reporting requirements of the grants.
- Skilled in analytical research, problem-solving and decision-making.
- Strong verbal and written communication.
- Excellent technical skills including the use of Microsoft Office Suite (Word, Excel, Outlook and Powerpoint).
- General understanding and ability to utilize the County's adopted software platform.