

**TOWN OF NORTH STONINGTON  
GRANT WRITER**

**NATURE OF WORK:** The Grant Writer will be responsible for researching, writing and managing the grant application and reporting process. The Grant Writer will work within the policies, procedures and mission of the Town of North Stonington and understands and supports the Town's strategic plan and its Values. This position is per diem as needed.

**SUPERVISION RECEIVED:** The Grant Writer receives supervision from the First Selectman.

**SUPERVISION EXERCISED:** None.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

Researches municipal grant opportunities.

Writes high-quality grant proposal narratives, applications, and supporting documents.

Coordinates and communicates progress of submitted proposals

Produces reports necessary for grant administration.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**OTHER JOB FUNCTIONS:**

Performs related duties and responsibilities as required.

**REQUIREMENTS OF WORK:**

Education, Experience & Training:

Bachelor's degree, plus a minimum of 1 year of experience in research, managing and writing grant proposals and reports; or any equivalent combination of education and experience.

Knowledge, Skills & Ability:

Knowledge of data processing technology, modern office procedures, and office equipment. Skilled in the use of a computer terminal or personal computer for word-processing, data base or spreadsheet applications.

Knowledge of business English, grammar, punctuation and arithmetic. Knowledge of the special laws, regulations and technical terminology pertaining to assigned work or the ability to acquire such knowledge during a reasonable period of training.

Demonstrated ability to write successful grant proposals

Clear, precise and compelling writing skills

Ability to 1) perform multiple tasks with interruptions, 2) meet deadlines, 3) perform duties promptly with attention to detail and accuracy, 4) learn the special laws and regulations pertaining to assigned work, 5) prioritize, organize and perform work independently, and 6) organize and express thoughts and ideas through written and oral communication.

Ability to adjust quickly to changing priorities in a sometimes stressful environment.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to speak; hear; walk; sit; stand, bend; stoop, or crouch. The employee must have the ability to lift and/or move up to 40 pounds. The employee must have the ability to routinely use hands, fingers and wrists for repetitive motion, to handle and/or feel equipment, objects, tools or controls; and reach with hand and arms. The employee is frequently required to climb or balance, stoop, kneel, or crouch. The employee may be required to climb stairs or ladders to various levels.

Specific vision abilities required for this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must be able to work harmoniously, cooperatively and courteously with others at all times. The employee must be able to interact with people who are under physical and emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. The employee must be able to respond to difficult situations, ease tensions and address disturbances.

**\*\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.\*\*\*\*\***