

JOB DESCRIPTION

Position Title: Government Grants Writer

Reports to: Vice President of Finance

Wage & Hour Status: Full Time - Exempt

Purpose:

The Government Grants Writer performs high-level professional work and is primarily responsible for grant prospecting and writing, timely submissions, grants administration, reporting, and coordinating grant management activities. Grant prospecting and grant administration activities may include any or all the following: research and identify grant funding opportunities and grant funding needs; research and develop grant-funding opportunities - federal, state, local, and other national government sources. This position also works closely with other departments, facilitating interdepartmental coordination when preparing for grant opportunities, maintaining centralized reports of grant activity.

This position serves as the contact position for grant application submittal and reporting. It will maintain a primary "gatekeeping" function for Coalition access to grant resources and reporting as required by all agencies for the Homeless of Central Florida, Inc. (the "Coalition").

(This job description may not be all-inclusive and expects the employee to perform all other duties as assigned and directed by management. Job descriptions and obligations may be modified when deemed appropriate by management.)

Primary Duties:

The specific duties include, but are not limited to, the following tasks:

- Research and identify relevant sources of government grant funding opportunities for the organization.
- Design and write strategic, tailored, and impactful grant applications and proposals.
- Research current data and information about community needs and statistics related to the Coalition's services and funder's interests. Learn and maintain knowledge of the organization's history and programs.
- Write, submit, and manage new, renewal, and amendments grant proposals timely, including preparing presentation materials.
- Monitor progress toward achieving grant goals and objectives by tracking outcomes, including collecting and analyzing data—track application submittals and awards by amounts, dates, and purposes.
- Ensure that written policies and procedures reflect contract requirements. Maintain the master policies and procedures documents for submission to government agencies.
- Acquire and collect current legal documentation, certifications, licenses, and insurance certificates needed for applications.
- Develop and maintain excellent relationships with government agency contacts and collaborate with key stakeholders.
- Develop annual goals and contribute to the annual budget process.
- Complete all grant reports, meeting deadlines as required.
- Coordinate materials and staff participation needed for monitoring visits by grantors
- Review incident reports and forward necessary reports to grantors in compliance with grant requirements, as needed.
- Monitor specific grant budgets to ensure that funds are utilized appropriately and entirely by the end of the grant term. Ensure compliance with applicable standards, rules, regulations, and internal control systems.
- Communicate to management any area of concern that may arise as soon as those become apparent.
- Maintain precise records of all secured grants and executed contracts in hard or electronic copies and computer databases.

Key Performance Indicators:

- Strong Internal and External communication
- Government Revenue Secured (Funding awarded)
- # of grant applications submitted
- Grants Win Rate Ratio
- # of new grant opportunities researched/submitted/won
- # of meetings to build and establish funder relationships

Qualification is a combination of Hard and Soft Skills:

The position exercises independent judgment within established guidelines, interpretation, and enforcement of rules, regulations, and statutes relating to federal, state, and privately funded programs.

The successful candidate must possess a combination of Hard and soft skills, exemplary interpersonal skills, customer service, organization skills, and a professional demeanor.

- **Communication skills:** Requires ability to communicate verbally and non-verbally with active listening, observing, speaking, and empathizing. Excellent verbal, non-verbal, and written communication skills. Must maintain positive and excellent written communication skills and strong relationships with the team and collaborate with internal departments. Requires ability to work and communicate with people from various multi-cultural backgrounds and socioeconomic levels.
- **Time management skills:** Requires the ability to balance and prioritize projects to complete the work on time while maintaining a work-life balance. The position spends most of the day multitasking and works in a self-directed fashion. When necessary, it needs to prioritize responsibilities and seek support, follow-up on assignments with minimum supervision—leadership experience is a positive asset for this position.
- **Computer skills:** Must be proficient with computer skills/knowledge and have strong computer skills as the job responsibilities include typing, using computer software applications (Microsoft Office Suite).
- **Critical thinking and problem-solving skills:** Require the ability to use knowledge, facts, data, and reasoning to solve problems. The ability to identify and analyze complex contract/grant information or problems objectively and derive logical conclusions from providing a sound basis for establishing priorities, selecting appropriate courses of action, and conflict resolution, often in a fast-paced environment, is essential for the job.
- **Analytical skills:** Requires the ability to analyze information and apply logical thinking to find strategic solutions.

Education and Experience Requirements:

- Bachelor's degree from an accredited university in Business Administration, Communications, Journalism, Writing, or an equivalent field is required. The combination of education or documented continuing education and experience is sufficient to perform the job's essential duties as listed on the job description successfully.
- Proficient in identifying potential grant opportunities, developing/maintaining funder relationships, writing and administering grants (government), and reporting results with won and administered grants.
- Demonstrated project management and organizational skills to set priorities, establish deadlines, and follow-through promptly, to organize files and records for easy access and tracking.
- Must have the ability to manage stress appropriately and manage multiple tasks and priorities.
- Must obtain a cleared "level 2" background.
- Must be willing to travel within and out of Orange County to perform required tasks and provide own reliable transportation. Must have a valid Florida Driver's License, a good driving record, and automobile insurance when an owned vehicle would use for traveling.

Professional Conduct:

- Responsible for reporting to management any suspected fraud, misrepresentation, irregularity, and suspected irregularity involving employees and guests served and any other parties with a business relationship, direct or indirect, with the Coalition.
- Protect the confidentiality of employees, guests, and grantors, validating the authority delegation information on records before discussing any information related to any files.
- Responsible for reporting to the Florida Abuse Hotline when know or have reasonable cause to suspect that a child or a vulnerable adult has been abused, abandoned, neglected, or exploited. By Telephone 1-800-96ABUSE - 800-962-2873.
- Adhere to the policies and procedures of the Coalition while maintaining high levels of confidentiality and discretion.
- Attend work consistently and punctually according to Coalition policy.
- Contribute positively to the work environment by supporting new ideas and change when applicable.
- Always represent the Coalition professionally.
- Demonstrate high standards of integrity, accountability, and service as defined by the values of the Coalition.

- Always work cooperatively with both internal and external stakeholders.
- Interpret and effectively communicate Coalition policies verbally and in writing.
- Ensure that all information of a confidential nature is in a secured and personal method.

Essential Physical Requirements:

While performing duties of this job, the employee is regularly required to sit for prolonged periods; talk; hear; use hands and fingers to operate a computer, telephone, and other office equipment; reach with hands and arms; and stoop, kneel or crouch. Also, the employee will occasionally lift and move up to 25 lbs. This job's specific vision abilities include the capacity to adjust focus. The noise level in the office can be volatile. The physical demands and work environment described representing those that an employee must meet successfully to perform the essential functions of this job. To make it possible for individuals with disabilities to fulfill their fundamental duties, the Coalition offers reasonable accommodations as deemed by law.

Disclaimer:

In no way states this JOB DESCRIPTION or imply that these are the only job duties carried out by the employee incumbent in this position. The employee will be required to follow any other job-related instructions and perform other job-related duties requested by any person authorized to give instructions or assignments. This description has excluded the marginal functions of the position that are incidental to fundamental job duties. All duties, responsibilities, and requirements are essential to the job.

To perform this job successfully, the applicant will possess the skills, aptitudes, and abilities to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship.

I have reviewed and received a copy of this job description and acknowledge that I have had the opportunity to ask for additional clarification from my direct supervisor or any person authorized to give instructions or assignments.

Team Member's Name (printed): _____

Team Member's Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Title: _____

Date: _____