

Grant Writer – Job Description

Introduction: The School District of Waupaca (District), Waupaca Area Chamber Foundation (Chamber) and the City of Waupaca (City) are seeking a grant writer that will service the three organizations by identifying new grant opportunities that match the missions, visions, and strategic plans of each organization. The District, Chamber and City prioritize economic development within the Waupaca area and will direct the grant writer's efforts towards opportunities that will enhance quality of life for current and prospective residents of the Waupaca Area.

The District, Chamber and City will provide clear information to this position on the mission and priorities for each organization to ensure grant efforts match direction that has been supported by each organizations governing body (School Board, Chamber Board, City Council).

Grant Writer Job Responsibilities:

- Prepares proposals by determining concept, gathering, and formatting information, writing drafts, and obtaining approvals.
- Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings.
- Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Enters and monitors tracking data.
- Coordinates requirements with contributors and contributes proposal status information to review meetings.
- Gather proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.
- Extensive research may be required for each proposal.
- Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Writes, revises, and edits drafts including executive summaries, conclusions, and organization credentials.
- Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- Any grants would require the organization to support the pursuit of the grant prior to the grant writer working on it.
- Improves proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate.
- Updates job knowledge by participating in educational opportunities; maintaining personal networks.
- Accomplishes organizational goals by accepting ownership for accomplishing new and different requests, and exploring opportunities to add value to job accomplishments.
- Performs all required work, including reporting and other requirements, throughout each grant process until the closeout process for each grant.

Work Hours: The District, Chamber, and City expect this person to maintain flexible hours during the work week. This position's success will be measured upon revenue generation. An office workspace will be supplied at each organization for the convenience of the employee. A combination of remote work and office work can be

expected. This is a contracted position with each contract being 2 years in length. Joint annual and semi-annual reviews will be administered by the School District Administrator, Chamber President, and City Administrator using the City's evaluation system. Minimum benchmarks will be established and opportunity for incentive pay will be built into the position's pay structure.

Preferred Qualifications / Skills:

- Presentation skills
- Written communication
- Graphic design skills
- Technical documentation
- Layout skills
- Problem solving
- Deadline-oriented
- Process improvement
- Coordination
- Strategic planning
- Market knowledge
- In person communication skills
- Skills in building and maintaining relationships
- Self-Motivated
- Growth mindset
- Collaboration

Education, Experience, and Licensing Requirements:

- Bachelor's degree in English, Journalism, Media, or related field preferred.
- Minimum of 1-year experience in grant writing, prospect research, general fundraising or a minimum of 2 years comparable and transferable skills acquired in a professional setting preferred.
- Certification through the American Grant Writers' Association (AGWA) and the Grant Professionals Association (GPA) within 1 year of hire is recommended.

Why Apply? If you are self-motivated and like the idea of having a direct impact on improving your community for current and prospective residents then this is a great opportunity for you. In this position you will play an integral role in helping achieve funding for exciting projects that will generate enthusiasm and "buzz" throughout the entire community. This position will be given every opportunity to succeed with proper resources and clear direction from the District Administrator, Chamber President, and City Administrator.

Additional points to discuss:

- 66.031 agreement - Intergovernmental agreement between District and City to work with the Chamber cooperatively sharing services of a grant writer between the three organizations.