

KENTUCKY LEAGUE OF CITIES

Position Title: Grant Writer/Administrator
Reports to: Chief Member Services Officer
Classification: Exempt

Position Summary: Responsible for identifying, researching, writing, submitting, monitoring and administering state, federal and foundation grants on behalf of KLC's member cities. Performs other related duties as required.

Work is performed under the general supervision of the Chief Member Services Officer. This is sedentary to light work that requires limited physical effort; position requires visual acuity for preparing, reviewing, checking and maintaining written and computer files and records; requires hearing sufficient to accurately perceive information at normal spoken word levels, the ability to express or exchange ideas by means of the spoken word and manual dexterity to operate standard office, data entry and word processing equipment. Some travel required, occasionally overnight, in order to meet with potential clients, conduct public meetings or monitor grant recipient job sites as required by local, state, federal and foundation funders.

- Monitors funding sources, reviews publications and websites for funding trends and opportunities for KLC's member cities.
- Develops and maintains relationships with member cities, community leaders, partners, funders and KLC staff.
- Collaborates on grant applications with various members and community organizations.
- Effectively communicates timely information to members and staff related to funding opportunities, application deadlines, monitoring/reporting deadlines and project closeout reports.
- Processes, monitors and coordinates required reports in compliance with funding guidelines and local, state and federal law.
- Issues required notices and conducts public hearings and meetings in compliance with the Kentucky Open Meetings Law for the purpose of meeting the terms and conditions of any and all grant funding.
- Secures funding to maintain and enhance services and/or programs.
- Coordinates all grant processes (evaluations, budget, finance, reports) for the purpose of ensuring compliance with the state, federal and other funder guidelines.
- Develops forms, processes, procedures and policies for the purpose of implementing a consistent grant application methodology.
- Develops grant applications and related documents for the purpose of submitting highly effective grant applications to the appropriate funding agency in a timely manner.
- Monitors the financial management of grants (budget preparation, budget adjustment, expenditures) in conjunction with KLC accounting staff for the purpose of complying with all programming and funding guidelines.
- Attends grant writing/administration workshops as required to gain or maintain certifications.
- Participates in and leads, if appropriate, meetings, workshops and seminars for the purpose of conveying, sharing and/or gathering information required to perform job functions.
- Works with League staff and member agencies to identify needs/desires related to conference training.
- Participates and provides all required documentation for auditors and grant monitoring agencies.

Knowledge, Skills and Abilities: Demonstrated excellent written and oral communication skills. Proficient in a variety of computer applications, such as Microsoft Office; ability to research grant databases and identify funding opportunities; ability to think creatively and propose ideas within a group setting; ability to articulate clearly; ability to multi-task, work independently and prioritize; ability to meet established deadlines; adherence to confidentiality policies associated with KLC and its stakeholders; comprehensive knowledge of modern principles, practices and techniques of organization; knowledge of KLC programs, services and plans; ability to establish and maintain effective working relationships with other staff, elected officials, member agencies, funders and general public.

Education and Experience: Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university with broad knowledge of research, community development or strategic planning and/or at least five (5) years of successful grant writing and administration experience. Advanced technical skills in grants management. CDBG certification preferred.

Special Requirements: Possession of an appropriate driver's license valid in the Commonwealth of Kentucky.