

## **Grant Writing Specialist – with a work from home option**

Kaysinger Basin Regional Planning Commission is now hiring a grant writing specialist. We hope to have chosen the right candidate for the position by September 28, 2020.

### **This position will entail but is not limited to:**

- Research available grants and their criteria and coordinate with the teams to decide which grants will be proposed.
- Maintain an understanding of local, state and federal funding sources and ability to locate potential sources of funding.
- Be knowledgeable in policies and procedures for grant funding and local, state and federal regulations.
- Updates administrative systems for tracking grants and reports deadlines.
- Grant administration consisting of facilitating informative meetings about grants awards and requirements and assisting program KBRPC staff in the completion of grant reports to ensure compliance of grantor requirements.
- Identify and research new corporate, government and foundation grant opportunities.
- Cultivate, steward and renew all existing grants.
- Through interviews and other means, gather information that will easily allow him/her to grasp the concept of a project or program for which funding is sought as defined by the program person responsible for carrying it out.
- Compile, write and edit all grant applications exhibiting strong expository writing skills and a high-level command of grammar and spelling.
- Develop individual grant proposals in accordance with each grant-making organization's preferences and follow exactly each grant-making organization's guidelines; apply additional supportive material if requested.
- Develop the process of supplying progress reports when required by a grant-making organization that has funded a project or program.
- Prepare funding requests for submittal by deadlines with input from the grantee; prepare grant amendments, when appropriate.

### **More about this job:**

- Bachelor's degree and two years of grant writing experience required.
- Ability to travel throughout the region and or state for training, conferences and meetings.
- Local government experience a plus.

### **Is this you?**

- Do you enjoy technical writing, data gathering and solving problems?
- Do you have a background in grant writing, research or fund raising?
- Do you love working as a team to organize and write grant proposals?
- Are you passionate about deadlines and attention to detail?

- Do you enjoy written and interpersonal communication?
- Do you have experience writing federal, state and foundational grants?
- Can you submit writing samples and letters of reference?
- Do you have a desire to make a difference in the west central Missouri region?
- Are you a self-guided learner?
- Do you want a job where you are not micro-managed?
- Do you want to work with a motivated team working across the West Central Missouri Region to make a difference in community and economic development?

If you think you may be the candidate...please email a 3-page minimum writing sample, resume, three professional references and one-character reference to:

Sheridan Garman-Neeman

Email: [sgarman@kaysinger.com](mailto:sgarman@kaysinger.com)

Resumes are due by September 15, 2020

Salary DOE. KBRPC is an equal opportunity employer.