



Job Description: Grant Writer

Job Title: Grant Writer
Department: Economic and Community Development (ECD)
Reports To: Director of Economic Development
Location: Monroe County, TN
Position Type: Full-Time, Salaried, with Benefits

Job Summary:

Monroe County Government is seeking a motivated and detail-oriented Grant Writer to join our Economic and Community Development (ECD) team. The Grant Writer role will be responsible for researching, drafting, and submitting grant proposals on behalf of Monroe County and its various departments. This role is crucial in securing funding to support the county's development initiatives and community projects. The Grant Writer will work closely with the Director of Economic Development, the County Mayor, and other stakeholders to identify funding opportunities and ensure successful grant applications. This professional position requires excellent communication and interpersonal skills, and the ability to work both independently and as part of a team. Knowledge of and adherence to the Monroe County Government's policies and procedures is required. Occasional travel may be required at the assignment of the Executive Director.

Key Responsibilities:

- **Research Funding Opportunities:** Identify and research potential grant opportunities from government agencies, foundations, and other funding sources that align with the county's needs and priorities.
- **Draft Grant Proposals:** Write clear, compelling, and comprehensive grant proposals, including narratives, budgets, and supporting documentation to government, foundations, and other grant-making organizations to earn grant revenue.
- **Coordinate Grant Applications:** Collaborate with county departments and external partners to gather necessary information, letters of support, and other materials required for grant submissions. This will require the study and understanding of Monroe County history, structure, objectives, programs, and financial needs.
- **Grant Management:** Track the status of submitted grants, maintain a database of funding sources and grant outcomes, and manage reporting requirements for awarded grants.
- **Liaison:** Serve as a point of contact between the county and funding agencies, maintaining strong relationships and ensuring compliance with grant requirements.
- **Support Development Projects:** Assist with other economic and community development projects as assigned by the Director of Economic Development and the County Mayor.
- **Other Duties:** Perform additional tasks and responsibilities as directed by the Director of Economic Development and the County Mayor.

Qualifications:

- **Education:** High School Diploma Required; Bachelor's degree in English, Communications, Public Administration, or a related field preferred. An equivalent combination of education and experience may be substituted.
- **Experience:** Experience in government or nonprofit sectors or experience in grant writing, proposal development, and fundraising is preferred. Development of budgets is a plus.
- **Skills:**
 - Excellent writing, editing, and proofreading skills.
 - Strong research and analytical abilities.
 - Proficiency in Microsoft Office Suite and grant management software.
 - Ability to manage multiple projects and deadlines simultaneously.
 - Strong interpersonal and communication skills.
- **Attributes:** Detail-oriented, self-motivated, and capable of working both independently and as part of a team.

Benefits:

- Competitive salary with experience.
- Health, dental, and vision insurance.
- Retirement plan.
- Paid time off and holidays.
- Professional development opportunities.

Contact Information:

Monroe County Government
Department of Economic and Community Development
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This job description provides a general overview of the responsibilities and qualifications required for the position of Grant Writer within the Monroe County Government. It is not intended to be an exhaustive list of duties, responsibilities, or qualifications associated with the role.