



CAREER OPPORTUNITY GRANT WRITER & ADMINISTRATOR

ANNUAL SALARY

\$48,000 - \$58,000/year

FULL-TIME, EXEMPT POSITION WITH BENEFITS

Office Hours: Mondays – Fridays, 8:00 a.m. to 5:00 p.m.

APPLICATION DEADLINE

Open until filled, with first review on 12/9/20

OUR GRANT WRITER & ADMINISTRATOR IS A NEWLY CREATED, CHALLENGING AND REWARDING ROLE.

POSITION SUMMARY

Under the general supervision of the Village Manager, the Grant Writer & Administrator will coordinate and oversee the grant research, writing, application and management process for the Village of Indiantown including: identification of potential new funding sources, development of funding resources for existing and proposed programs and/or services, writing grants, developing budgets, collaborating on grant applications with various departments and community organizations, and processing, monitoring, and coordinating required report evaluations on existing grants. The incumbent will ensure that grants are properly administered, recorded, spent, documented, and reported in accordance with Generally Accepted Accounting Principles (GAAP) and Village ordinances, policies, and procedures.

SELECT DUTIES AND RESPONSIBILITIES

- Developing and implementing long range and short-term grant and fund development plans that align with and support the goals, objectives and priorities of the Village.
- Working with other departments to identify funding needs, write, and submit high-quality grant proposals, applications, and supporting documents.
- Developing processes, procedures, forms, and policies for the purpose of implementing a consistent grant application methodology and pipeline.
- Managing the administration and all financial aspects of all grants.
- Providing central coordination and serving as a clearinghouse for grant and fund development activities, including researching and maintaining current information on available federal, state, local, and private funding sources and their respective compliance requirements.
- Monitoring adherence to applicable laws, regulations, and policies in the implementation of grants by Village departments and sub-recipients and implementing corrective actions when necessary.
- Working with departments to provide technical guidance, assistance and training to Village departments in the development of applications and administration of grant funded services and programs.
- Preparing and making presentations to the Village Council regarding grant activities.
- Compiling year-end reports summarizing all grant activities and accomplishments.
- Liaising with other Village departments, outside agencies and community groups to explain and discuss various aspects of the grant writing process.
- Representing the Village at meetings with community representatives and non-profit agencies seeking grants and providing training and technical assistance to agency representatives in preparing grant applications.
- Responding to inquiries from Village departments, residents, and others in a timely manner.
- Other duties may be required and assigned.



VILLAGE OF *Indiantown* FLORIDA

REQUIREMENTS AND QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Administration, English, or other closely related field.
- Minimum of five years of experience in a comparable position in public or non-profit environments.
- Knowledge of the principles, practices, and techniques of grant research, writing, administration, and interworking of funding sources at all levels.
- Knowledge of grant accounting, budgeting practices, and auditing principles.
- Knowledge of community organizations, and public, non-profit and/or private agency funding sources.
- Skilled in writing in both technical and non-technical terms to organize and communicate information and concepts with the ability to speak persuasively to implement desired actions.
- Skilled in planning and managing projects and preparing and maintaining accurate.
- Able to meet the physical demands of the job and to work in outside environments.
- Strong customer service, interpersonal, leadership, and oral and written communication skills.
- Typical office computer systems and software with advanced skills in Microsoft Office.
- Valid Florida driver's license.

BRING YOUR SKILLS AND TALENTS TO A DYNAMIC CAREER OPPORTUNITY WITH
FLORIDA'S NEWEST MUNICIPALITY!

About Indiantown

Indiantown is a rural community in Florida's Treasure Coast first established in the early 1900's, then incorporated in 2017 as the newest local government in Florida. While its population of less than 7,000 is small, its resident engagement is exemplary and its potential for community building and new business opportunity is large. The Village is governed by a Mayor and Council elected at large, while day-to-day operations are directed by the Village Manager. Because our staff is small, we're called upon to apply versatile talents and skills across many disciplines making our daily work very challenging and dynamic.

Application Process

Interested persons should submit a resume and cover letter, not to exceed **four (4) pages collectively**. The position will remain open until filled. **An original, signed version of a candidate's submission, with the candidate's legal signature on the cover letter**, must be emailed to the Office of the Village Clerk at jnorris@indiantownfl.gov. **The signed cover letter shall include the statement: "I certify all information contained in this cover letter and resume is true and accurate."** Failure to follow these submission requirements may disqualify applicant from consideration.

Professional references are optional at the time of submission; however, they may be requested if the candidate is invited to an in-person interview. References submitted at this stage must be limited to a one (1) page list.

INDIANTOWN VILLAGE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, DISABILITY, MARITAL STATUS, FAMILY STATUS, OR SEXUAL ORIENTATION IN EMPLOYMENT OR THE PROVISION OF SERVICES.