



*The Daffodil Town*

## **TOWN OF FREMONT**

### **PART-TIME GRANT WRITER**

**SALARY:** Pay is solely based on Grant Award

**LOCATION:** Fremont, NC

**JOB TYPE:** Part-Time

**JOB NUMBER:** TBD

**DEPARTMENT:** Administration

**OPENING DATE:** TBD

**CLOSING DATE:** TBD

### **JOB DESCRIPTION**

The Town of Fremont is a vibrant community located in northeastern Wayne County. We are seeking a detail-oriented, knowledgeable, initiative-taker for the position of Part-Time Grant Writer. This position will be responsible for maintaining and increasing grant support for Fremont and assisting all department areas related to social media, fundraising, and marketing.

### **EXAMPLES OF DUTIES**

- Identify needs and funding sources while developing proposals
- Provide technical support for proposal development, grant-related record keeping, and conducting grant-related research
- Maintain and increase grant support for Fremont and assisting all department areas related to social media, fund raising and marketing



## *The Daffodil Town*

### **KEY RESPONSIBILITIES**

- Develop interim and final grant reports.
- Prepare project budgets and write budget narratives
- Research, identify, and qualify funding opportunities
- Timely and accurate submission of grant/fund related reports
- Initiate communication with staff.
- Develop a deep understanding of program content.
- Manage efficient operational systems.
- Ensure accurate records and timely communication with funders.
- Oversee grants calendar and maintain up-to-date database records.
- Develop materials that show the progress of programs for updates and ongoing communications.
- Maintains accurate grants calendar.
- Serve as the Lead for Grants Management Meeting
- Provide monthly grant updates
- Attends/schedules volunteers for an engagement at community outreach events.
- 80% grant writing, 20% development

### **REQUIRED SKILLS & ABILITIES**

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to function well in a high-paced and at times stressful environment.



### *The Daffodil Town*

- Demonstrated ability to multi-task, organize, and meet deadlines. Competent in Word, Publisher, Excel, PowerPoint, Outlook, WordPress, Facebook, Instagram, Twitter and database entry.
- Able to supervise and direct volunteers.

## **QUALIFICATIONS**

### **Education**

**Minimum:** High School Graduate with at least some experience in grant writing.

**Preferred:** Bachelor's Degree with one to three years of Municipal Grant Writing Experience.

## **SUPPLEMENTAL INFORMATION**

A successful candidate will possess the following:

- Knowledge of standard concepts, practices, and procedures within the grant writing field.
- Knowledge of restricted fund accounting principles, procedures, and standards.
- Knowledge of federal, state and/or community funding sources and mechanisms.
- Knowledge of grant funding policies and procedures and applicable local, state and federal.

***The Town of Fremont is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sexual orientation, gender, identity, national origin, veteran or disability status.***