

Faulkner County, Arkansas
Full Time Grant Writer/Administrator
Conway, AR
Annual Salary - \$60,000

About the job

The Faulkner County Judge's Office is now seeking a Full-Time Grant Writer/Administrator to oversee all aspects of the grant administration process including securing funding to support projects and programs by researching, drafting, and submitting grant proposals. This role demands someone who is detail-oriented and self-motivated with exceptional writing skills, and who can effectively collaborate with multiple county elected officials, departments and stakeholders.

This position is responsible for developing and managing a pipeline of current and prospective grant funders that align with Faulkner County priorities. Through planned research, identification, development, cultivation, stewardship, compliance, and reporting activities, the Grant Writer/Administrator will submit proposals and manage awards in support of Faulkner County's mission and operating goals as determined by the Faulkner County Judge.

Key Responsibilities

1. Research and Identify Funding Opportunities

- Locate potential grants from government agencies, foundations, and other funding sources.
- Align funding opportunities with the county's goals and projects.

2. Develop Grant Proposals

- Create persuasive and well-structured grant proposals.
- Clearly communicate project objectives, county government needs, and the anticipated impact.

3. Collaborate Across Departments

- Partner with elected officials and department leaders to gather information and develop proposals that meet funding criteria.

4. Manage Grants and Applications

- Monitor application deadlines and ensure timely submission.
- Follow up with funding organizations as required.

5. Ensure Compliance and Reporting

- Prepare progress reports and ensure compliance with grant guidelines.
- Maintain accurate records of grant opportunities, submissions, and outcomes.

6. Support and Train Staff

- Provide guidance on grant writing techniques and best practices.

Qualifications

- Bachelor's degree in English, Communications, Public Administration, or a related field (preferred).
- Proven experience in grant writing or related fields; familiarity with government operations is advantageous.
- Exceptional written and verbal communication skills.
- Strong organizational and time management abilities.
- Proficiency in Microsoft Office Suite and grant management tools.
- Capability to work independently and collaboratively.

Skills and Competencies

- Strong interpersonal, organizational, planning, and communication skills.
- Ability to manage time constraints effectively and follow detailed instructions.
- Proficiency in reading, writing, and articulating ideas clearly.

Impact of Work

The success of this position directly influences Faulkner County's ability to fund infrastructure projects, government operations, community programs, and public services. The Grant Writer/Administrator is vital in enhancing the County's ability to serve its residents and improve quality of life.