



City of Revere

JOB POSTING

JOB TITLE: Grant Writer

DEPARTMENT: Mayor's Office and Economic Development

Location: Revere City Hall

Hours: Full-time, afternoons and weekends may be required.

Salary: \$32.21 - \$35.69. This is a full-time, grant-funded, union position, benefits included.

THE CITY OF REVERE

The [City of Revere](#) is a thriving, fast growing, and vibrant City. Revere has become one of the most desirable cities in the region to live and work. The City of Revere envisions a municipality that fosters a more welcoming, nurturing, and inclusive government that invests in staff success and development. Due to its distinctiveness, the City of Revere is a wonderful place to work, with great benefits, salaries, incentives, and most importantly, the opportunity to serve its residents and grow professionally in the fascinating world of public service. Creating and sustaining a culture in City Hall to ensure that residents across the city feel that the government is more responsive to their needs and concerns, is a priority.

DEFINITION

The City of Revere Grant Writer works with all departments and disciplines across the City of Revere. The Grant Writer will work closely with Department Heads, mainly the Mayor's Office, Economic Development and the Finance Offices in the process of searching for, developing, writing, and submitting grant proposals. The ideal candidate will be an excellent writer, able to adapt tone and style to that of the founder and able to quickly grasp and write about new concepts and ideas persuasively and in detail. The Grant Writer will be responsible for a constant search of grants, writing a variety of proposal materials, including narrative content; support letters from the Mayor's Office and other department heads, and, in occasions from community partners/organizations. The Grant Writer will analyze funding opportunities that align with Mayoral, departmental, and other citywide goals, and liaise with city staff to assess, review, and make independent determinations on whether to pursue those opportunities. Grant-related responsibilities may potentially include reviewing documentation, downloading and/or developing data reports utilizing the City's accounting/finance software.

MAJOR DUTIES (essential job functions)

The essential functions or duties listed below are intended only as illustrations of the various

type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Conducts research to identify and apply for public and private grants in accordance with applicable standards, regulations, and guidelines.
- Researches and analyzes legislation relating to public grants.
- Works in close coordination with the Finance Department to update one another on relevant controlling legislation (s).
- Works in close conjunction with City Department Heads to determine which programs could be funded through grant(s).
- Prepares grant applications and proposals for submittal, including writing, reviewing, and editing.
- Provides answers to inquiries from the public, State department administrators, City employees and elected officials, and those requesting assistance in reference to grants.
- Drafts narrative content for grant proposals, with the goal of translating complex or high-level ideas into concise and accurate descriptions that are persuasive and competitive.
- Assists in the development and creation of attachments and letters of support to accompany grant proposals.
- Analyzes requests for proposals, funding notices, and proposal requirements to determine proposal needs and complexity and assess the City's viability as a candidate.
- Participates in proposal planning meetings about new projects and initiatives and assists with logistics planning.
- Conducts extensive research related to programs and ideas proposed in grant applications and specific to city department needs; gather statistics concerning the community and comparative state and national data.
- Gathers relevant information from city staff and additional key stakeholders from the community as needed; this may include outreach to staff at Revere Public Schools, local nonprofits or community-based organizations, area universities, and local business owners.
- Research potential funding sources to identify how the City of Revere can most effectively position itself to attract new and continuing revenues.
- Assist with or manage independently other departmental projects or initiatives as assigned.
- Performs other duties as assigned.

PREFERRED EDUCATION AND EXPERIENCE:

Bachelor's Degree and/or two to five (2-4) years' experience in grant writing, proposal development or other fundraising work; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Experience with municipal procedures and organization and with the federal and national nonprofit funding landscape is preferred. Fund or account administration experience is a plus, as is extensive experience with Microsoft Excel and Tyler Munis software.

SUPERVISION

- The Grant Writer position will be under the supervision of the Chief of Staff and Chief of Economic Development. Due to the nature of the job, it is also expected that the employee plans and prioritizes most of the work independently.
- Employees are expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities.
- Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the result are not usually reviewed in detail.
- Consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility

- Position does not require the regular supervision of employees but may supervise the work of volunteers or interns.

KNOWLEDGE, SKILLS AND ABILITIES

Skills and Qualifications:

- Knowledge of the principles and practices of public and business administration.
- Knowledge of the organization, functions, and activities of the various sectors of the City of Revere and those pertaining to other governmental agencies.
- Knowledge of research techniques and the sources and availability of current information.
- Ability to exercise sound judgment in analyzing facts and arriving at conclusions.
- Ability to establish and maintenance effective working relationships with fellow employees and the public.
- Ability to follow complex oral and written instructions.
- Ability to express complex details surrounding grant details, financial details, and application process details effectively, both orally and in writing, to both staff and the public.
- Ability to work collaboratively in an office setting.

WORK ENVIRONMENT

The work environment will primarily be office work with fieldwork on an as needed basis to support projects. In the office work involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The field work requires moderate intermittent physical strength and effort navigating construction and repair sites as well as exposure to varying conditions in mechanical/boiler rooms, ceilings, roofs, and under floor areas. At times, the work will require extended physical effort over a significant portion of the workday. Additionally, the employee may be required to work beyond normal business hours in response to attending evening meetings or completing work assignments. Duties generally do not present occupational

risk. Injury could occur, however, through employee failure to properly follow safety precautions or procedures.

PHYSICAL REQUIREMENTS

Physical and Mental Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills

- Minimal to moderate physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30 lbs.)

Motor Skills

- Duties are largely mental rather than physical, but the job requires motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The listed terms, conditions and offers are not contractual bindings.

Interested candidates should apply via the City's [Online Application Portal](#).

[Apply Online](#)