

City of Nome Job Description

Title:	Grant Writer/Grant Administrator	Range/Salary:	17
Department:	Administration	Status:	Hourly 40hrs per week
Reports to:	City Manager	Original Date:	04/01/2025
Supervises:	NA	Revised Date(s):	

Summary:

Under general supervision of the City manager, provides support to the City Manager in seeking opportunities and funded program activities, including the prioritization, planning and scheduling of those activities to guide City Grant Program efficiency and effectiveness. Priorities include researching grant opportunities, developing, writing, and submitting grant proposals to third-party entities. reviewing grant budgets, reporting data on the performance of program activities funded by third-party public, private sources, foundation, corporate, and individual philanthropist prospects, and working with other staff in the maintenance of the grant proposal and research process.

Essential Duties and Responsibilities:

The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Write complex, high-quality documents such as solicitation proposals, grant applications, technical reports, and communication materials that results in new grant funding for the City.
- Provides assistance and guidance in resolving issues and conflicts with grant funding agencies.
- Continually conducts research for prospects and other opportunities for new grant funding sources including direct, indirect and regional based grant programs.
- Provides timely advice and information on grant funding opportunities, requirements and procedures.
- Works closely with and guides departmental staff regarding funding needs, grant opportunities, guidelines and funding sources for grants
- Reviews all resulting proposals and leads the City in grant compliance.
- Works closely with the City's Departments to account for all grant funded program activities and facilitate cooperative efforts when needed.
- Develops and updates a quarterly report regarding City wide grants activity and funding status.
- Does related work as required and performs additional duties as assigned by the city manager.

Skills, Abilities, Qualification Requirements:

- Demonstrated ability to develop successful relationships with local, state and federal grantor agencies.
- Demonstrated ability to cultivate successful relationships within an organization, initiate and coordinate internal meetings, and oversee grant compliance and reporting requirements.
- Ability to organize, analyze and interpret complex technical data relating to grants and funding.
- Ability to demonstrate excellent management, interpersonal, organizational and communications skills.
- Ability to demonstrate excellent writing and editing skills.
- Demonstrated history of writing federal grant applications and obtaining federal and state grant funding.
- Ability to manage and prioritize multiple projects with conflicting deadline pressures and competing priorities.
- Initiates and coordinates meetings with grant funders as needed.
- Works closely with and guides departmental grant representatives regarding funding needs, grant opportunities, guidelines and funding sources for grants.

Education and/or Experience and/or Certifications/Licenses

- BS/BA from accredited university and 5 years of Grant research, writing and managing experience, with two (2) years of governmental grants experience.
- An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above.
- Valid Alaska Driver's License with acceptable driving record

Specific Skills and Abilities to the Job:

- Ability to function with a high degree of independence, perform professionally.

Physical Demands:

Work is sedentary in nature, requiring occasional light physical exertion. Requires adequate vision, hearing and talking to relate information through traditional media, digital media, and social media, to use a computer, telephone and communicating effectively with others.

Work Environment:

Essential functions are regularly performed without exposure to adverse environmental conditions. The noise level in the work environment is usually quiet.

The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

APPROVALS			
Employee		Date	
Department Head		Date	

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.