

PART TIME POSITION

GRANT WRITER FOR FAIRFIELD, VT

The Town of Fairfield seeks a motivated individual for a part-time Grant Writer position. The Grant Writer is a municipal position that secures funding for a variety of priority projects benefiting the residents of Fairfield. Tasks include researching and determining alignment of grants with municipal needs, writing applications, and administering all application requirements to produce complete grant applications within deadlines. Regular Communication and collaboration with municipal leaders on a Grants Committee is required and supervision of this position is provided by the Fairfield Selectboard. The position is flexible and part time, with a weekly commitment of 8 hours and maximum of 20 hours per week. Workload will dictate hours. The position includes a 3-month trial beginning as soon as the position is filled. The pay range is \$16 to \$20 per hour, commensurate with experience.

APPLICANTS SHOULD SUBMIT A CURRENT RESUME, A LIST OF THREE REFERENCES AND A LETTER OF INTEREST TO:

Town of Fairfield
Cathy Ainsworth
P.O. Box 5
Fairfield, VT
05455

For more information, call (802) 827-3261

Posted until filled

Job Description

- Work with and follow the directives of the Grants Committee, as established by the Selectboard; Library Trustees; Community Center Board; and/or other contributing partners
- Research, and identify appropriate grant funding sources that meet the established priorities of the Grants Committee
- Write and submit competitive federal, state and private/corporate foundation grant proposals (sometimes in cooperation with town entities) on behalf of the Grants Committee
- Attend Board/Trustee/Stakeholder meetings to consult with potential grant recipients concerning the grant requirements before submission of an application, including but not limited to, finances; timelines; project scope and deliverables; reporting; letters of support; and the potential need for a manager of the project
- Create and maintain a spreadsheet of grants applied for, status of awards, dates, matching requirements, and other relevant information
- Maintain a filing system of all prior and current grant applications
- Establish a working relationship with entity Administrators (i.e. Town Administrator, Town Clerk, Librarian, Community Center Association Director etc.)

- Coordinate expenses and hourly wage to fit within annual budget guidelines;
- Submit a request for preapproval of expenses outside of a regular salary;
- Provide a written summary of work performed, including hours submitted to Town Administrator for payroll, to be distributed by email prior to the monthly meeting of the Grants Committee
- Attend monthly meetings of the Grants Committee
- Provide regular reports to the Fairfield Selectboard and attend Selectboard meeting when requested

Anything outside of this scope of work listed above needs to be voted upon and authorized by the Grants Committee and pertinent Board before any work is done.

Requirements

- Bachelor's Degree preferred, but experience will be taken into consideration
- Proven track record of successful grant applications
- Reliable and consistent internet and access
- Proven experience working with community groups
- Solid understanding of local government and the processes which need to be followed
- Proven history of researching funding

The Grants Committee shall:

- Provide access to prior grant proposals and agreements on file;
- Review monthly summary of work performed;
- Attend monthly meetings
- Evaluate on a regular basis the grant writer's performance of responsibilities