

Grants Writer & Communications Coordinator

Position Type: Full-Time

Location: Tri-County Regional Development Council – Williston, ND

Reports To: Executive Director

Pay Range: \$55,000 Annually with Benefits (401K, Health & Dental)

Position Summary

We are seeking a highly motivated and detail-oriented professional to join our team as a Grant Writer & Communications Coordinator. This role is responsible for identifying, pursuing, and securing grant funding opportunities to support our community initiatives and nonprofit operations. Collecting Impacts from across the ND Association of Regional Councils (NDARC). Updating website and submitting communications to the NDARC. Additionally, the position will handle key financial tasks including bank reconciliations.

The ideal candidate will have exceptional writing skills, proven experience in grant research and proposal development, and a strong understanding of nonprofit financial management.

Key Responsibilities

Grant Writing & Funding Development

- Research and identify grant opportunities from foundations, corporations, and government agencies that align with the organization's mission and programs.
- Develop and write high-quality grant proposals, applications, letters of inquiry, and supporting documentation.
- Maintain a grants calendar to track submission deadlines, reporting requirements, and follow-ups.
- Collaborate with staff and stakeholders to gather information, data, and program outcomes for grant applications and reports.
- Build and maintain relationships with funders to support ongoing and future funding opportunities.

Communications Coordination

- Maintain Website content
- Coordinate with NDARC for newsletter content

Financial Coordination

- Reconcile bank accounts on a regular basis, ensuring accuracy and compliance with financial policies.
- Work with the Executive Director to prepare budget figures for grant proposals.
- Maintain accurate and organized financial records related to grants.

Impacts Coordination

- Collect Impacts from the Regional Councils to coordinate and track accountability measurements.
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Qualifications

- Proven track record of successful grant writing and funding acquisition for nonprofits or community organizations.
 - Strong research, analytical, and persuasive writing skills.
 - Experience with nonprofit financial management, including bank reconciliation.
 - Proficiency in Microsoft Office Suite.
 - Experience in Asana project management software.
 - High attention to detail, ability to meet deadlines, and strong organizational skills.
 - Bachelor's degree in English, Communications, Business, Nonprofit Management, or related field preferred; equivalent experience considered.
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How to Apply

Submit your resume, a cover letter outlining relevant experience, and at least two writing samples (preferably grant proposals) to cyrenaw@ci.williston.nd.us

Position will be open until filled
