



Joseph C. Sullivan, Mayor

Human Resources Department

Karen M. Shanley
Human Resources Director
781-794-8264
kshanley@braintreema.gov

Melissa DeResendes
Human Resources Generalist
781-794-8262
mderesendes@braintreema.gov

Kathleen G. Holmquest
Benefits Coordinator
781-794-8263
kholmquest@braintreema.gov

JOB POSTING

JOB TITLE: Grant Writer
UNION: Non Union
LOCATION: Town Hall
DATE AVAILABLE: ASAP
SALARY: M13 - \$58,345.13 - \$67,463.35

QUALIFICATIONS:

J.D. degree preferred. B.A. degree required in English, government, public administration or a related field. Four years related experience, two of which has been spent in grant/loan funding or any equivalent combination of education and experience which provides the skills, knowledge and ability necessary to perform the tasks.

RESPONSIBILITIES:

Please see attached job description for complete details.

POSTING DATES: July 27, 2011 - until position is filled

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

Town of Braintree is an Equal Opportunity Employer

GRANT WRITER

NATURE OF WORK:

Responsible for the research, writing, and tracking of grant programs. Manages the procurement process for all town departments. Provides general assistance to the Mayor's Office and Town Solicitor's office.

SUPERVISION:

Works under the direction of the Chief of Staff. Takes direction from the Town Solicitor regarding legal matters

JOB ENVIRONMENT:

Work is performed in an office setting under normal conditions.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various types 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. Duties are not necessarily in order of importance or frequency of performance.)

- Researches grant programs and plans.
- Researches and writes funding applications.
- Conducts meetings with town departments to identify and assist the Mayor in prioritizing needs, coordinates and researches grant preparation assignments.
- Writes or assists project managers in writing applications, edits drafts, for accuracy, completeness, clarity and compliance with grant/loan requirements.
- Provides timely advice and information on funding opportunities, requirements and procedures, collaborates in defining and implementing project funding strategies, acts as liaison with funding entities, prepares applications for submittal and prepares quarterly or annual reports as required by granting agencies.
- Manages the procurement process, reviews revenues, expenditures and project status to ensure proper expenditures are made.
- Coordinates with all town departments and drafts invitations for bids and requests for proposals and addenda. Advertises and posts bid solicitations and documents all phases of procurement process. Assists in the evaluation of proposals and contributes

toward recommendations to the awarding authority.

- Assists all town departments in drafting contracts. Conducts preliminary review of all contracts for completion and compliance with applicable laws prior to submitting contract to Town Solicitor for approval.
- Tracks all procurements and contracts through completion as to expenditures, change orders, amendments, and extensions. Identifies and makes recommendations as to consolidation of purchases and other areas of cost-effectiveness.
- Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITY:

Knowledge: Thorough knowledge of office practices and procedures and familiarity with the laws and regulations affecting grants and procurement. Familiarity with foundations, corporations, public, private and governmental entities that customarily offer grant opportunities.

Skills: Advanced computer skills necessary to generate spreadsheets, documents , databases and tracking programs.

Ability: Ability to communicate effectively in a professional manner with all departments. Ability to keep accurate complex records and generate reports accordingly. Ability to deal appropriately and tactfully with governmental entities as well as the general public.

REQUIRED QUALIFICATIONS:

J.D. degree preferred. B.A. degree required in English, government, public administration or a related field. Four years related experience, two of which has been spent in grant/loan funding or any equivalent combination of education and experience which provides the skills, knowledge and ability necessary to perform the tasks.

PHYSICAL REQUIREMENTS:

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus.