



# The City of Othello

500 East Main Street OTHELLO, WASHINGTON 99344

Telephone (509) 488-5686

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## Grant Writer/Administrator

**SALARY:** \$3,500 - \$4,333 monthly (depending on qualifications), with excellent benefits

**OPENING DATE:** December 14, 2020

**CLOSING DATE:** December 31, 2020 (First review)

### DESCRIPTION:

The City of Othello has an opening for a full-time Grant Writer/Administrator whose chief responsibility is to develop and write grant proposals to state and federal government agencies, private foundations, and other grant-making organizations. The purpose of the grant writing is to secure funding for local priority projects and services.

The Grant Writer/Administrator will: research and identify potential fund sources that fit with proposed City projects; prepare grant applications and compile additional materials; administer grant contracts to ensure City compliance with funding agency requirements.; and, develop collaborative working relationships with City staff, community organizations, and grant-making agency managers. Successful applicant will need to become familiar with multiple online applications systems, including EAGL and PRISM.

The Grant Writer/Administrator will report to the Mayor/City Administrator, will interact with all departments within the City, and will be mentored and guided by the City's Project Manager.

### CITY OF OTHELLO:

*The City of Othello's Vision is to be the most welcoming City in the State of Washington where families and businesses grow and prosper.*

Othello is a growing city of 8,515 residents that is anticipating additional residential, commercial, and industrial development in the coming years. Agriculture comprises the backbone of the economy, in the form of several large processing facilities. Othello is also a regional center, as the largest city between Moses Lake and the Tri-Cities (north to south), and between Yakima and Pullman (east to west).

To support Othello's growth and vitality, we have many projects and programs in the pipeline. We want to actively pursue public and private grants to supplement City funds for these projects. Our success so far in securing grant funds has led us to create an ongoing, inhouse position for Grant Writer/Administrator. Examples of priority City projects in need of grants typically include

parks and recreation improvements, community and economic development facilities, infrastructure improvements, and public safety equipment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- **Researches federal, state, and private foundation grant opportunities and identifies those that are potential fits with current and proposed City projects, services, and programs.**
  - Consults with City staff and officials to identify City priorities that have the greatest need of outside funding.
  - Evaluates degree of match between eligible grant uses and City needs. Recommends courses of action to City staff and officials.
  - Compiles information databases that will assist with current and future grant opportunities.
  - Participates in training sessions and one-on-one meetings offered by grant-makers to build expertise and working relationships.
  
- **Develops grant applications and related documents to pursue funding with the greatest chance of success.**
  - Coordinates with City staff, officials, and consultant team members to prepare written proposals and presentations, and to compile additional documentation such as community letters of support, surveys, and demographic data.
  - Establishes clear lines of communication with grant-making agencies so that funders understand Othello's project objectives and needs, and the City understands eligibility, deadlines, match and other requirements.
  
- **Manages grant contracts under the general guidance of the Mayor/City Administrator and City Finance Director.**
  - Monitors City compliance with grant specifications and guidelines;
  - Monitors the project budget and progress towards completion; and,
  - Prepares, maintains and files timely finance and project progress reports to grant-making agencies.
  
- **Establishes and maintains effective working relationships with City staff and officials, government agencies, community organizations, and the general public.**
  - Attends meetings and training sessions during and outside of regular work hours.
  - Occasionally attends City Council meetings, acts as department or City representative, and makes presentations to community groups and officials.
  
- **Provides additional support to the City Administration and assists other departments as needed.**

#### **DESIRED KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge**

Public and private funding sources.

Grant and contract administration.

General understanding of the roles of local, state, and federal governments.

## **Skills and Abilities**

Grant and report writing.  
Planning, organizing, and managing projects.  
Operating standard office equipment and software.  
Preparing and maintaining accurate records.  
Excellent written and oral communication skills.  
Research and analysis.  
Attention to detail.  
Interpersonal skills.  
Time management and multi-tasking.  
Bilingual – English/Spanish – is a plus.

## **WORK ENVIRONMENT:**

Work is performed primarily in an office.

## **EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:**

### **Minimum Required Education**

- An Associate Degree, or an equivalent of two years of college level coursework, in Communications, English, Marketing, Public Relations, Business Administration, or a related field. Prior work experience will be considered.

### **Desirable Education and Experience**

- A Bachelor's Degree in Communications, English, Marketing, Public Relations, Public Administration, Business Administration, or a related field.
- Experience in research, grant seeking, grant writing, and/or grant administration.

### **Licensing, Screening, and Authorization Requirements**

- Valid Washington Driver's License or ability to acquire and a driving record acceptable to the City's insurance carrier.
- Must be able to pass a background check.
- Verification of identity and United States work authorization must be completed as required by the Immigration Reform and Control Act.

## **ADDITIONAL INFORMATION:**

- The City of Othello is an Equal Opportunity Employer.
- Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position.
- The employment application is available at <https://www.othellowa.gov/jobs>
- Please include Cover Letter and Resume with application.