

## JOB DESCRIPTION

**Job Title** Grants Writer/Fundraising Officer  
**Department** Administration  
**Division**

**Reports To** President/CEO  
**Positions Supervised** None  
**FLSA Status** EXEMPT

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Summary

The Grants Writer has the day to day management of the grant writing process within the Economic Development Corporation and the external generation and review of all grant writing/fundraising proposals generated by the EDC.

- Follows the policies and guidelines established with the Economic Development Corporation.
- Communicates by reporting the progress of any and all grant writing and fundraising.
- Provide coordination with management of all business development and job prospects.
- Serves as the internal and external expert on grant writing.
- Excellent communicator to both internal and external audiences.

## Essential Job Functions

- Work in conjunction with partners-KCADC, MO
- Work and cooperate with City affiliated organizations-Downtown Council, VisitKC, Platte/Clay EDC, etc.
- Understand and support the Entrepreneurial efforts

**Education and Experience** – An equivalent combination of education, training and experience will be considered.

- At minimum, a bachelor's degree, master's degree or professional degree in a relevant discipline is a plus.
- Professional certification is desirable.
- Comprehensive knowledge of the principles and practices of economic development.
- Not for profit and/or statutory organization experience is highly desirable.
- Needs to be a self-starter that can make well informed decisions and have the ability to work effectively alone and as a team member.
- The position requires the ability to multi-task, build relationships with both institutions and individuals, and have excellent time management skills.
- Excellent written and oral communication skills required.
- Must have a valid driver's license.
- Kansas City, MO residency within one year of employment is required.

**Knowledge, Skills and Abilities** which may be representative, but not all-inclusive of those commonly associated with this position.

- The Grants Writer/Fundraiser shall have the ability to initiate and complete activities and responsibilities with the direction and assistance of the President of the EDC and communicate to the EDC Board of Directors, City Council, Mayor, the City Manager and the Governing authority and staff.
- Excellent written communication skills required.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Moderate noise (computers, printers, and light employee walking traffic).
- Ability to sit for extended periods of time, ability to input data into computer utilizing hands to finger to tab to different fields to input data up to 2/3 and more of time.

**Physical Abilities** that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to answer telephone, talk, and hear other party regularly.
- Ability to view computer screen, Close vision (clear vision at 20 inches or less)
- Ability to lift financial records up to 25 pounds