



Community Grant Writer

The Community Grant Writer is responsible for aligning grant opportunities to community priority areas, creating successful grant applications, and managing collaborative local partnerships. This position is jointly funded by Muscatine County, the City of Muscatine, and the Community Foundation of Greater Muscatine. The Community Grant Writer is educated and up to date in community opportunity areas, grant opportunities, and bridging intersectionality to funnel more grant dollars to Muscatine County around identified shared priorities.

Responsibilities:

- Developing relationships and collaborating with the Grant Collaborative and key stakeholders.
- Maintaining proficient knowledge of community priorities, data, and programs.
- Identifying grant funding opportunities.
- Writing, submitting, and managing grant proposals.
- Furnishing prospective funders with supporting documents.
- Facilitating and/or attending collaborative meetings.
- Facilitating the Muscatine County Grant Writers' Network.
- Compiling a semi-annual activity report.
- Maintaining appropriate records.
- Other duties and responsibilities as may be discussed and assigned by the Grant Collaborative and which serve the interests of the citizens of Muscatine County.
- Reports primarily to the Community Foundation President but may have indirect dual reporting roles on collaborative projects to outside community leadership, including but not limited to the City of Muscatine Community Development Director.

Qualifications:

- Bachelor's degree in, English, Marketing, Communication, Technical Communication, Public Policy, Social Work, or a related field; with 2-3 years of relevant experience preferred.
- Superior verbal and written communication skills.
- Ability to work with limited supervision, and as part of a team, to manage multiple and sometimes competing priorities effectively.
- Must have a high level of interpersonal skills to handle sensitive and confidential information. Position continually requires demonstrated business etiquette.
- An affinity for philanthropy, the role of non-profits in strengthening communities, and a commitment to diversity, equity, and inclusion.
- Have a valid driver's license.

Additional Information: Attendance, punctuality, professional appearance, and conduct required. Must have proven attributes of confidentiality, honesty, and integrity. Must have own transportation. Successful candidates may undergo skills verification at Temp Associates.

Equal Opportunity Employer: *The Community Foundation of Greater Muscatine follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy applies to hiring, internal promotions, training, opportunities for advancement, and terminations.*