

Community Grant Writer

The Community Grant Writer is responsible for aligning grant opportunities to community priorities, creating successful grant applications, and managing collaborative local partnerships. The Community Grant Writer is educated and up to date in community needs and grant opportunities to funnel more grant dollars to Muscatine County to support identified shared priorities. This is an exciting opportunity to be part of a mission-driven organization where your grant writing will directly contribute to meaningful community initiatives.

Responsibilities:

- Develop collaborative relationships with funders and local partners.
- Maintain proficient knowledge of community priorities, data, and programs.
- Research and identify funding opportunities that align with community priorities. Match grants to community projects and priorities, with support from supervisor and Grant Collaborative (the Grant Collaborative is made up of one representative from the Community Foundation, the City of Muscatine, and Muscatine County, and helps prioritize grant opportunities to ensure strategic alignment and community benefit).
- Lead the writing, editing, submittal, and management of grant proposals, ensuring clarity, accuracy, timely completion, and adherence to funder guidelines.
- Collaborate with internal and external partners to gather necessary project information, data, and supporting materials for proposals.
- Develop persuasive narratives that highlight project impact, outcomes, and organizational strengths. Facilitate the Muscatine County Grant Writers' Network, including planning periodic meetings.
- Maintain appropriate records to track grants and periodically provide updates to the City and County.
- Ensure timely and professional communication with internal and external partners.
- Other responsibilities may be discussed and assigned by supervisor and the Grant Collaborative and which serve the interests of the citizens of Muscatine County.
- Reports primarily to the Community Foundation Director of Community Initiatives 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.
- Strong, proven ability to write clear, concise, and persuasive narratives.
- Excellent organizational skills and attention to detail.
- Excellent collaborative skills, including responsiveness to feedback and proactive problem-solving.
- Ability to work with limited supervision, and as part of a team, to manage multiple and sometimes competing priorities and deadlines effectively.
- Must have high level of interpersonal skills to handle sensitive and confidential information. This 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.*