

POSITION AVAILABLE

POCOMOKE CITY, MARYLAND

GRANT ADMINISTRATOR

Our Grant Writer will be responsible for finding opportunities for Pocomoke City and writing polished proposals to earn grant monies. The Grant Writer duties will include, but not limited to:

- **Studying and understanding the history, structure, objectives, programs and financial needs of Pocomoke City.**
- **Researching grant opportunities from government and non-government agencies.**
- **Drafting grant proposals and supporting documents based on the funding requirements of Pocomoke City.**
- **Submitting proposals to various grant coordinators from the State of Maryland and the Federal Government for review and approval.**
- **Responding to internal and external queries on drafted and submitted proposals.**
- **Coordinating all stages of the project's life span.**
- **Maintaining positive relationships with fund providers and city personnel and officials.**
- **Maintain records and submit reports related to grant opportunities.**

Applicants should have a Bachelor's Degree in English, communications, creative writing or equivalent experience, as well as, the ability to handle confidential matters with utmost integrity, multitasking organizational skills and a working knowledge of computers. Pocomoke City offers a competitive salary and benefits package.

Please submit a letter of interest/resume to: Jeff Gleason. Human Resources Director, P.O. Box 29, Pocomoke City, MD 21851

"POCOMOKE CITY is an EQUAL OPPORTUNITY EMPLOYER"