



## **Grant Writer – Job Posting**

### **Position Summary**

The City of Pocomoke City is seeking a part-time highly skilled and results-oriented **Grant Writer** with a proven track record of successfully securing grant funding. This position is responsible for identifying funding opportunities, preparing competitive grant applications, and supporting grant compliance efforts that advance municipal priorities and community initiatives.

The ideal candidate will have demonstrated success in applying for and being awarded federal, state, and/or private grants in a local government or public-sector environment.

### **Key Responsibilities**

- Research and identify grant opportunities that align with municipal goals and capital, operational, and community development needs.
- Write, coordinate, and submit high-quality grant applications to federal, state, and private funding agencies.
- Collaborate with city departments to gather technical information, budgets, data, and supporting documentation.
- Manage multiple grant deadlines and maintain a comprehensive grants calendar.
- Track grant applications, awards, and denials and prepare summary reports for leadership.
- Assist with post-award activities, including compliance, reporting, reimbursements, and closeout documentation.
- Maintain accurate grant files and ensure adherence to funding and municipal requirements.

### **Required Qualifications**

- Bachelor's degree in Public Administration, Communications, English, Finance, or a related field.
- Minimum of 3–5 years of grant writing experience.
- Documented success securing grant awards, with the ability to provide examples.
- Strong research, writing, editing, and organizational skills.
- Experience working with federal and state grant programs.
- Ability to work independently and meet strict deadlines.

**Preferred Qualifications**

- Prior experience working in a municipal or public-sector environment.
- Familiarity with Federal and State grant programs and funding agencies.
- Experience with grant compliance, reporting, and reimbursement processes.
- Knowledge of municipal budgeting and project development.

**How to Apply**

Submit a cover letter, resume, and three professional references online at: <https://www.cityofpocomoke.com/city-job-application-form>

Applications will be reviewed on a rolling basis until the position is filled.

Pocomoke City is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected status.