



214 South Love Lovington, NM 88260  
575.396.2884

## GRANT WRITER/ADMINISTRATOR

### *Position Description*

<b>Department:</b>	Administrative
<b>Probationary Period</b>	30 days
<b>Pay:</b>	\$75,000
<b>Type of Position:</b>	2-year Contract

<b>Reports to (title):</b>	City Manager
<b>Work Schedule:</b>	Full-time
<b>Classification:</b>	Exempt
<b>Effective Date:</b>	Until filled

### POSITION PURPOSE

The purpose of this position is to oversee the process, production, and submission of all materials related to the grant application, from identifying and qualifying prospects, to writing proposals and reports, to collecting data, budgets, and all relevant documents from a variety of departments and entities.

The Grant Writer/Administrator reports to the City Manager and ensures alignment with the overall mission and goals of the City of Lovington.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Responsibility for researching, writing, compiling, and managing the timeline of all grants including maintenance and oversight of workflow processes and procedures to ensure accurate and efficient collection and timely submission.
- Write grant applications and all reports and conduct prospect research on new opportunities that align with the mission and goals of the city. Grant writing will be primarily government applications and private foundations.
- Work with all city departments, elected officials, community organizations, non-profits, other government entities, and community stakeholders.
- Oversees grant workflow processes related to data entry to ensure adequate internal controls and that all grants reporting of data is accurate. Provide links between program, finance, and other staff so that all activities related to grant data collection and reporting are smoothly implemented.
- Ensure compliance with state and federal regulations and city requirements for grants
- Perform other grant duties and funding resource allocations as assigned by the city manager.

# GRANT WRITER/ADMINISTRATOR

## Position Description

### MINIMUM MANDATORY QUALIFICATIONS

- The selected candidate should hold a university/college degree from an accredited school and at least five years of experience in grant writing and administration.
- An equivalent combination of education and training with experience sufficient to perform the position's responsibilities may be considered.

**Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

### ACKNOWLEDGMENT

I have reviewed the content of the **GRANT WRITER/ADMINISTRATOR** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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*Employee (printed name)*

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*Employee (signature)*

\_\_\_\_\_  
*Date*