



## Rio Grande Council of Governments Job Description

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Title: Grantwriter  
Division: Administration-Local Governments  
FLSA Classification: Non-Exempt  
Class No.:  
Pay Group: 6

Summary of Position Responsible for researching, tracking opportunities, developing, and submitting grants or similar funding requests to private and governmental sources.

### Organizational Relationships

Reports to: Executive Director  
Directs: This is a non-supervisory position  
Other: Has frequent contact with local governments, government agencies, elected officials, organizations, and Council of Governments staff.

### Scope of Work

#### Essential Duties:

- Review Infrastructure Investment and Jobs Act funding opportunities;
- Participate in planning and developing grant proposals;
- Identify program requirements and explain procedures necessary to obtain funding;
- Meet with representatives of funding sources to work out the final details of the proposal;
- Ensure deadlines are met in providing information to obtain funding); and
- Provide after-action reports when requested.

#### Responsibilities:

- Reports entry access problems, telephone system and information technology asset malfunctions and any potential building hazards or faults in accordance with Rio Grande Councils of Governments policies and procedures.

#### Qualifications:

- A Bachelor's degree in public or business administration, or a related field with one year of experience developing business partnerships or collaboratives; Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Must pass a background investigation.

#### Knowledge of:

- Knowledge of current economic development and demographic and market trends in the regional area;
- Techniques for effective interpersonal communications;
- English usage, grammar, punctuation and spelling;
- The practices of modern office procedures; and
- Microsoft Windows operating systems and Microsoft Office products such as Outlook, PowerPoint, Excel and Word.

#### Skills

- Establish and maintain effective working relationships with elected officials, regulatory agencies, and private businesses;

- Be organized, efficient, and detail-oriented;
- Strong writing and oral skills.

#### Abilities

- Work independently; Identify available resources;
- Participate in program planning, including providing support and technical assistance;
- Provide clear, concise oral and written communication;
- Make presentations;
- Follow oral and written instructions;
- Work in a fast-paced environment with a demonstrated capability to prioritize multiple tasks and meet deadlines; and
- Develop reasonable proficiency with all job functions and office equipment.

Every position at the Rio Grande Council of Governments requires the following professional skills and abilities as key and necessary elements of performance:

- Demonstrate regular and reliable attendance;
- Maintain effective interpersonal communications and exercise a calm and patient demeanor when dealing with staff, the public, other agencies and vendors;
- Maintain strict confidentiality; and
- Project positive support of their division and the organization at all times.

#### Certificates and Licenses Required:

- Must have a valid driver's license and vehicle insurance.

Physical Demands: Performs tasks requiring both sitting and standing for extended periods, and may require walking for short periods at a time; may require occasional bending, stretching, reaching, twisting, kneeling, squatting, and extension of the arms; lifting or carrying of light to moderate equipment or supplies weighing up to 35 pounds; requires hand and finger dexterity sufficient to use computers and standard office equipment to perform assignments.

Work Environment: office setting and field-work. Involves safely operating a vehicle and driving for long distances; working extended hours and some evenings and weekends, as needed; and daily travel with possible overnight.

Job Location: Position allows for work to be conducted via telecommuting anywhere within the tri-county region.

Equipment: computer, typewriter, copy machine, fax machine and other office equipment related to job performance

Note: The information contained is intended to provide a general description of the nature and level of work to be performed by employees and shall not be construed as an exhaustive and all-inclusive list of duties, responsibilities, skills and requirements and is subject to change at the discretion of the Rio Grande Council of Governments.

*\*In accordance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.*