



KENT CONSERVATION DISTRICT

800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 (302) 741-2600 EXT. 3 • FAX (302) 741-0347

EMPLOYMENT OPPORTUNITY

Grant Writer/Contract Administrator

November, 2017

LOCATION

800 Bay Road, Suite 2, Dover, DE

CLOSING DATE: November 30, 2017

SALARY: Negotiable

DUTIES

The Grant Writer/Contract Administrator is responsible for providing support to the District Coordinator, District program(s) staff, and cooperative work agencies in a variety of operational areas. The primary objective will be to secure funding from local, state and federal government agencies to support the mission of Kent Conservation District (District). The position will also be responsible for contract management of all grant funds, and will report directly to the District Coordinator, with additional supervision provided by the District Accountant and District Administrative Coordinator.

- Knowledge of all District programs, and partnership programs that the District plays a role in will be required
- Researches and identifies new and renewal funding opportunities to support District programs and services and insure the District meets its goals and objectives.
- Prepares and submits various grant proposals, reports, recommendations, etc. This includes local, state, and government grant applications, and all required RFQs, RFPs, and NOFAs
 - Responsible for full application process including preparing, assembling, and submitting the proposal
 - Develops budgets for proposals as needed in partnership with the District Accountant and program leadership
 - Coordinates and facilitates grant application meetings
 - Assists in defining goals, objectives, and quantitative program evaluation measures for District programs to prepare high quality and competitive applications
 - Responsible for obtaining MOUs, MOAs, and Letters of Support for grant applications
 - Responsible for contract execution
 - Responsible for grant kick-off meeting
 - Compiles reports documenting goal accomplishments to the appropriate agencies as required and required
 - Develops periodic and special reports as requested by grantors
 - Maintains accurate tracking of grant history, grant proposal, and renewal applications
- Responsible for maintaining and administering all grants. This includes developing and submitting all reports for all grants and other funds received by the District
- Works with the District Coordinator, and other District program staff to develop new programs, create measures, and coordinate grant applications for all District programs

- Represents the District in the community by creating and maintaining local agency partnerships
- Manages joint funding applications with local partnerships and government agencies
- Maintains impeccable file records and works with the District Coordinator, District Accountant, and program personnel to fulfill grant reporting requirements to funders
- Assists, as needed, the District Coordinator and District Accountant with the preparation of the operating budget for the District
- Attends meetings of the Kent Conservation District Board of Supervisors, and others at the request of the District Coordinator
- Performs additional duties as assigned

REQUIREMENTS

- Demonstrated experience writing, responding to and evaluating grants, requests for proposals, contracts, brochures or reports
- Graduation from an accredited college or university with major course works in Public or Business Administration, or other appropriate field is preferred
- Additional related experience can substitute for education on a year-for-year basis
- Ability to communicate effectively both orally and in writing
- Computer proficiency with word processing, spreadsheets, etc.
- Ability to prepare technical reports and keep accurate records pertaining to grants and governmental contracts
- Ability to establish and maintain an effective working relationship with District staff including Board of Supervisors
- Valid Driver's License.
- Ability to communicate effectively, both verbally and in writing

BENEFITS

The Kent Conservation District offers a comprehensive benefit package including: 40.0 hour work week with flexible scheduling options, 10.5 paid vacation days the first year, 9 paid holidays a year, and 15 paid sick leave days per year. Pension and health insurance are also included in the benefits package. Direct Deposit of paychecks will be required as a condition of employment for new employees.

TO APPLY, PLEASE EMAIL YOUR RESUME TO:

Alisa.Bentley@state.de.us

NOTE: Applications will be emailed upon receipt of your resume.

FOR MORE INFORMATION, PLEASE CONTACT

Kent Conservation District
Attn: Administrative Coordinator
800 Bay Road, Suite 2
Dover, DE 19901