



PLANNER/GRANT WRITER POSITION

North Delta Regional Planning and Development District is seeking a friendly, deadline oriented individual to carry out planning and grant writing efforts of the organization. As an Assistant Planner, which is the entry level position within professional planning, a bachelor's degree or a master's degree is usually required. It is distinguished from the Planning Technician position because it involves professional-level duties and judgement, and fewer routine administrative tasks.

For the position of Grant Writer, the individual should have a proven track record in producing successful grant proposals for public and/or private funding sources, excellent writing and communication skills, and the ability to work in an innovative and collaborative work environment. The Grant Writer will work closely with the Executive Director, the CPA, and other key staff to identify potential funding sources, create compelling proposals, and ensure maintenance and renewal of existing funding sources.

RESPONSIBILITIES

- Develops planning studies and reports in support of new and updated plans, programs, and regulations
- Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates
- Assists in resolving citizen and customer issues
- Identify grant funding opportunities
- Drafts and edits letters of intent, grant proposals, on-line grant submissions, reports, and necessary supporting documents for complex proposals to prospective and current funders.
- Meet proposal deadlines by establishing priorities and target dates for information gathering, writing, reviewing, approval, and transmittal
- Gather proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating associated risks
- Prepare and present detailed reports on development proposals to government bodies and member organizations
- Develop relationships and collaborating with key stakeholders to co-develop project proposals.
- Compile annual reports and proposal reviews as needed when proposals are not funded.
- Accomplish organization goals by accepting ownership for accomplishing new and different requests, and exploring opportunities to add value to job accomplishments

QUALIFICATIONS

- Bachelor's degree in English, communications, creative writing or a related area (master's degree preferred)
- A minimum of 1-year experience in grant writing or a minimum of 2 years' experience in a similar role such as general fundraising or prospect research
- Excellent knowledge of proposal submission and fundraising process
- Excellent oral and written communication skills
- Multitasking, organizational and time management skills
- Ability to handle confidential matters with utmost integrity
- Working knowledge of computer hardware and software programs, which may include Microsoft Office and GIS
- Knowledge of principles and practices of research and data collection

SALARY RANGE

\$40,000 - \$50,000 per year + health, dental and vision insurance for employee + sick time and annual leave time.

TO APPLY

Submit cover letter, resume, and writing sample to Doug Mitchell, Executive Director.

Email: doug@northdelta.org