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## BCIDA Grants Coordinator

### Grant Writer

#### *Summary*

The Grants and Internship Coordinator will study and understand the history, structure, objectives, programs and financial needs as well as gather documentation and fulfill the necessary requirements of various funding bodies to formally seek funding on behalf of the BCIDA's mission. The BCIDA Grants and Internship Coordinator will work under the direction of the Director requiring minimal direct supervision with both government and non-governmental funding agencies.

#### **Duties and Responsibilities**

This job description shall include, but is not limited to, the following duties.

- Acquires and maintains sound knowledge and understanding of the BCIDA member stakeholders and uses that knowledge and understanding to better comprehend all projects and programs for which grant funding is sought'
  - Maintains strong/positive working relationships with the Brunswick County Economic Development Department, the Towns in Brunswick County, fund providers and other stakeholders
  - Researches, identifies, presents, and maintains sources of public and private grant opportunities that align with BCIDA prioritized target areas
  - Gathers subject matter experts together for discussion and assembly of information pertinent to grant applications Informs the BCIDA Director of all relevant requirements, laws, and regulations (eligibility, timeline, type and amount of match, allowable expenditures, etc.)
  - Contacts and follows up leads with granting organizations and agencies As directed/approved by the BCIDA
  - Research and write timely/effective grants and proposals, gather supporting documentation based on funding requirements of the organization, obtain Directors approval and submits to granting agency in a timely manner, meeting all agency guidelines/requirements
  - Keeps partners up to date concerning the status of each application
  - Maintains records and ensures quality, accuracy, and completeness of all submitted grant proposals (well researched, well-written, well-documented, with a well-developed budget)
  - Respond to internal and external queries on drafted and submitted proposals.
  - Meets established benchmarks for submission and successful applications
  - Maintains working knowledge and understanding of all applicable laws, regulations, policies, procedures and ensures compliance
  - Management of grants after they are awarded. Develops and maintains a master file of pending, existing, and past grants and contracts; utilizes digitization system
  - Solves problems effectively, efficiently, and creatively
  - Utilizes sound judgment and maintains strict confidentiality
  - Assists with the continuous improvement of policies, procedures, services, programs, activities and materials
  - Coordinates and regularly attends BCIDA meetings
  - May perform other duties assigned. These duties may be modified at any time.
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### **Required Qualifications/Skills**

- Bachelor's degree, from a regionally accredited higher education institution, in related field or commiserate experience
- Demonstrated experience in identifying, applying for, and receiving grants from public and private sources.
- Knowledge, understanding, and ability to perform all aspects of the job
- Excellent written and oral communication skills
- Excellent research, analysis, and reporting skills
- Excellent computer skills
- Ability to work cooperatively and collegially with others
- Self-motivated with the ability to work with minimal supervision
- Preferred Knowledge historic construction requirements and rural development
- Required Experience 2-4 Years

### **TYPICAL FUNCTIONS**

#### **Grant Writing:**

- Perform research, data collection and analysis, in support of planning initiatives involving community and economic development and comprehensive planning.

#### **Grant Opportunity:**

- Identify and capitalize on opportunities to further strengthen partnerships between the IDA, applicable state and federal agencies, and other stake holders with an emphasis on Brunswick County Economic Development
- Performs other related duties as assigned.

#### **Internships & Business Development**

- Assist with the creation, facilitation and management of the Economic Development Internship Program
- Identify funding sources for internship program
- Identify areas an internship can assist with new and existing businesses.
- Assist with the creation and implementation of Merchant Assistance Programs
- Assist with developing a plan to utilize interns for IDA and Brunswick County Offices

### **TYPICAL KNOWLEDGE AND SKILLS**

- Good oral and written communication skills
- Project management skills
- Excellent organizational skills
- Budgeting and accounting experience
- Computer proficiency with an emphasis in Excel and Word.
- Management of timelines and deliverables

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree or 2 years Grant Writing Experience required, preferably in a related area of study.
  - 1 – 2 years previous experience in local/regional/state government preferred.
  - Possession of a valid Driver's License issued by the Commonwealth of Virginia.
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