

MAYOR
Allen Brown

CITY MANAGER
Kenneth K. Howard

CITY CLERK
Sarah Lumpkin

CITY ATTORNEY
Linnie L. Darden, III



MAYOR PRO TEM
Jason Floyd

COUNCIL MEMBERS
Diana F. Reid
Vicky C. Nelson
Keith Jenkins
Karl A. Riles

GRANT WRITER/COORDINATOR
COMMUNITY DEVELOPMENT DEPARTMENT

The City of Hinesville is accepting applications for a Grant Writer/Coordinator. This position is responsible for providing grant writing and coordination services for the Community Development Department.

MAJOR DUTIES:

- > Researches grant opportunities for City projects and submit funding proposals to granting agency for consideration.
- > Maintains a current list of grant opportunities that include previous awards as well as those aligned with established City goals.
- > Presents opportunities for new funding sources and innovative approaches for review.
- > Researches specific requests for funding as received and compile findings for review.
- > Carefully reviews all opportunities to ensure eligibility and application requirements.
- >> Develops grant related budgets and requests or drafts letters of support.
- > Prepares and submits grant applications in a timely manner on behalf of the City to request federal, state, or local assistance.
- > Presents informational and action items to the Mayor and Council.

KNOWLEDGE REQUIRED BY THE POSITION:

- > Knowledge of federal and state grants, laws, and regulations as applied to human services, economic development, and housing.
- > Knowledge of grant application process.
- > Skill in interpreting contract language and federal and state program regulations.

Knowledge and level of competency commonly associated with the completion of a bachelor's degree in Public Administration, Communications, English, Professional Writing or a similar major and two years experience as a grants writer, with successful awarding of both federal and state sponsored funding is required. Minimum starting salary is \$45,425 plus excellent benefits. The position is open until filled.

Please submit applications and resumes online at:
<https://ga-hinesville.civicplushrms.com/careers>

THE CITY OF HINESVILLE IS AN EQUAL OPPORTUNITY EMPLOYER

"Home for a Day or a Lifetime"