



## Town of Bristol

1 South Street

P.O. Box 249

Bristol, VT 05443

(802) 453-2410

[www.bristolvt.org](http://www.bristolvt.org)

## Position: Grant Writer and Administrator

### NATURE OF POSITION

The Grant Writer and Administrator is a **full-time position** to assist the Town in securing and administering a wide range of grants to support the operations of each department and other municipal government functions. When not directly engaged in grant writing and administration, the Grant Writer and Administrator will assist in project management where practical, such as drafting requests for proposals or other procurement activities.

### DESIRED QUALIFICATIONS, ABILITIES, AND SKILLS

The ideal candidate would have experience writing grant applications, administering grant agreements, ensuring compliance, monitoring, budgeting, and reporting. Good writing and communication skills, ability to work independently, ability to collaborate with department heads and staff, ability to work efficiently, and familiarity with municipal operations are a must.

### DUTIES AND RESPONSIBILITIES

- Meet with department heads to understand the nature of Bristol's municipal operations related to public health, safety, infrastructure, and delivery of core public services.
- Research grant opportunities that align with the Town's functions and departmental priorities.
- Carefully review eligibility criteria and obligations to ensure the program is a good fit for the Town.
- Write concise, compelling grant proposals that identify the need or activity to be addressed and the proposed use of the funds.
- Work with the departments to develop realistic budget proposals, including in-kind time and required matching resources.
- Support department heads and staff in the administration of grants, including required reporting, documentation, and compliance measures.
- Keep track of time spent on specific projects as documentation for matching resources.
- Maintain a master calendar of application, reporting, requisition, compliance, and other deadlines.
- Assist departments with the submission of reimbursement requests.
- Manage project-related paperwork by ensuring all necessary documents are current and properly filed.
- Work closely with auditors in the course of annual audits.
- Work closely with the Treasurer's Office to monitor revenues, expenses, and financial obligations.

### KNOWLEDGE AND EXPERIENCE

- Successful experience with grant writing and administration or a similar role.

- Ability to work with Microsoft Office 365, Word, Excel, and other productivity programs.
- Experience and/or familiarity with federal, state, philanthropic, and other funding resources.
- Ability to use the Internet and contact organizations or agencies to identify funding sources and eligibility criteria.
- Knowledge of and experience with state and federal universal guidance, regulations, and requirements.
- Ability to budget and monitor project expenses.
- Knowledge of fundraising information sources.
- Excellent research, analytical and problem-solving abilities.
- Ability to establish and maintain effective working relationships with department heads, staff, and funding agencies.

#### **WORK ENVIRONMENT**

- Workspace, equipment, and supplies will be provided by the Town.
- Travel may be required to meet with funding agencies, make presentations in support of grant proposals, or conduct site visits related to proposed projects.
- Evening meetings may be required, such as for occasional meetings with the Selectboard.

#### **OTHER**

This is an hourly, full-time position estimated at 32 to 40 hours per week. Compensation is \$20 per hour with full benefits. Adjustments may be made depending on qualifications, experience, and performance.

*The Town of Bristol is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, age, disability, religion, gender, or familial status.*

## **SAMPLE GRANT AND PHILANTHROPIC PROGRAMS**

### Fire Department

- FEMA Assistance to Firefighters Grant Program
- Rural Fire Protection Program

### Police Department

- Governor's Highway Safety Grant Program
- U.S. Dept. of Justice Community Oriented Policing (COPs) Program

### Public Works Department

- VTrans Grants-in-Aid Program
- VTrans Better Roads Grant Program
- VTrans Municipal Highway Grants Program

### Recreation Department

- McClure Foundation
- Neat Repeats
- VT Dept. of Forests Parks & Recreation
- United Way
- Vermont Outdoor Recreation Collaborative

### Lawrence Library

- VT Dept. of Libraries Capital Grant Program

### Community Development

- AARP Community Grant Program
- Clean Water Block Grant
- Community Development Block Grant Program (CDBG)
- Federal Emergency Management Administration (FEMA)
- Land and Water Conservation Fund
- Municipal Energy Resilience Program
- Municipal Planning Grants
- Norther Border Regional Commission
- Preservation Trust of Vermont
- Vermont Community Foundation
- VT Building & General Services Grant Programs
- VT Downtown Transportation Fund
- VT Ecosystem Restoration Grant Program
- VT Emergency Management Hazard Mitigation Grant Program
- VT Historic Preservation Grants Program
- VTrans Bicycle & Pedestrian Grant Program
- VTrans Municipal Highway and Stormwater Mitigation Program
- VTrans Transportation Alternatives Program