

CITY OF CHATTANOOGA
Classification Specification Title: Grants Writer

Department: Finance

Pay Grade: GS.09

Supervision Received From: Dir Grants and Opportunities

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 12/16/22

Revision Dates: 4/2/25;

12/27/24; 10/20/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for writing and overseeing grant applications and the application process. The Grants Writer will collaborate with City departments and divisions to write coherent, organized, and compelling grant applications. This work will require a highly motivated, energetic individual capable of working independently or in team settings while seeking grant opportunities and drafting grant applications. This position will work with Grants Coordinators to identify opportunities that align with departmental and Administration priorities.

SERIES LEVEL:

The Grants Writer is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Assists and supports City Departments in drafting grant applications and supporting documents based on funding requirements.

Collaborates with staff regarding grant requirements and preparation.

Collaborates with internal and external stakeholders to prepare and submit required application materials.

Evaluates grant applications for feasibility and risk assessment.

Completes grant analysis to aid in determining opportunities to pursue.

Tracks and manages prospective and declined grants and necessary follow-up.

Research grant opportunities.

Responds to internal and external queries on drafted and submitted proposals.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties of a similar nature and level as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree or equivalent in English, communications, creative writing, public policy, or a related area. Previous experience in grant writing; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

KNOWLEDGE AND SKILLS:

Knowledge of federal and state grant requirements; Ability to help support various City departments; Excellent knowledge of grant lifecycles; Ability to study and understand programs and funding requirements of the organization; Strong research skills and knowledge of information sources; Multitasking, organizational, and time management skills; Ability to handle confidential matters with the utmost integrity; Excellent oral and written communication skills; Ability to write for various audiences including foundations, donors, and broader general constituencies

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.