



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Grants Writer  
**DEPARTMENT.....:** Administration  
**DIVISION.....:**  
**CLASSIFICATION/GRADE.....:** Grants Writer/206  
**REVISED.....:** 11/2018  
**REPORTS TO.....:** Parish Manager &/or Designee  
**REVIEWED.....:** 11/2018  
**WAGES.....:** Salaried

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### **SUMMARY:**

Works under the direct supervision of the Parish Manager and/or designee. The Grants Writer will have the responsibility to research and develop grant proposals and applications for new programs and services for all TPCG Departments, TPCG Council, and any pre-approved Parish organizations.

### **BASIC FUNCTIONS:**

1. This is a professional position that requires technical and administrative capability to conduct searches for, research and prepare comprehensive grant applications and subsequent compliance documents.
2. Responsibilities include the ability to understand the mission and capacity of multiple TPCG Departments, TPCG Council and other pre-approved Parish organizations, identify funding sources, develop grant applications and proposals to secure funding for those missions and visions.
3. The Grant Writer will research all grant applications that are not presently being handled by other TPCG departments such as HMA, HMGP and CDBG programs already assigned to others.

### **OTHER REQUIREMENTS:**

1. Learn and search all electronic data bases and other sources for various grants that would apply to all departments under TPCG.
2. Prepare grant applications to benefit ongoing projects and to provide full or partial funding for future projects for TPCG.
3. Develop comprehensive implementation policies, procedures and guidelines to assist those awardees that receive these grants to assure that they remain in compliance throughout the grant's designated applicable period.
4. Work with TPCG's Information Technology Department to create a web page to make all citizens of Terrebonne Parish aware of our willingness to assist them in obtaining grants for civic, recreational, elderly, ex-military, disadvantaged, nonprofit &/or all other recognized pre-approved organizations that would improve the quality of life in our Parish by receiving of any and all grants possible
5. Demonstrate the ability to work independently or as part of a team, as needed
6. Demonstrate the ability to work as a coordinator with all awardees and assigned constituencies
7. Demonstrate the ability to meet deadlines and develop multiple projects concurrently

8. Demonstrate the ability to set and communicate to team members' expectations and policies in place to facilitate the information exchange necessary to seek and apply for funding

**EDUCATION/EXPERIENCE:**

1. Associate or Bachelors' Degree from an accredited college in Grant Writing, Technical Writing, Governmental Studies, English or a similar degree
2. Must have the ability to communicate effectively, both verbally and in writing.
3. Must be computer literate in Microsoft Word, Excel, Outlook, & Projects as a minimum
4. Must have a valid Louisiana's Driver's License
5. Experience preferred but not required
6. Successful experience with grants.gov &/or e-grants a plus