

Position: **Director of Grants & Resource Development**
 Waterbury Development Corporation (WDC)

Salary Range: \$65,000 ~ \$95,000

Position Summary:

The Director of Grants & Resource Development position will report to the Director of WDC or designee. The Director performs high level research, management and coordination activities related to grant seeking and grant writing. This position coordinates with City departments, the WDC Director and other stakeholders in ensuring that the City effectively competes for and secures federal, state and philanthropic funding to address strategic needs in the City. In addition, the Director of Grants & Resource Development will field questions from City Departments as they arise regarding the grants reporting process. The Director of Grants & Resource Development will serve as a liaison to key contacts at funding sources in order to facilitate grant monitoring, reporting and compliance with grant provisions and ensure all questions are answered in a timely fashion.

Responsibilities:

- Manage a comprehensive grant research, development, coordination & evaluation process that results in new federal, state and private funding benefitting the City.
- Meet with City Departments to assess needs.
- Research and identify relevant grant funding opportunities to address those needs.
- Provide technical assistance and training to department grant writers.
- Develop and implement administrative procedures and controls for the development and submission of strong grant applications.
- Develop procedures for the grant administration and reporting process. Assist designated department heads and/or points of contact when questions arise regarding such administrative/reporting procedures.
- Provide assistance and guidance in resolving issues and conflicts with grant funding agencies during all phases of the grant process.
- Act as liaison with funding sources as needed; providing departments and nonprofit agencies direct access to key funding source contacts.
- Coordinate funding opportunities with City departments & key nonprofit agencies to determine the most appropriate applicant to ensure that additional federal, state and philanthropic dollars are secured for the City based on documented priorities.
- Provide timely advice and information on grant funding opportunities to the City and relevant nonprofit entities.
- Maintain a central database of grant opportunities and applications and provide regular reporting on grant activity and progress to the Mayor and WDC Director or his/her designee.
- Serve as the central contact for online grant application submittals.
- Develop and write grant proposals, re-submissions, program updates, and grant office reports.

- Continually conduct research on funding prospects.
- Work closely with and guide departmental grant staff regarding funding needs, grant opportunities, guidelines and funding sources for grants.

Required Knowledge, Skills and Abilities:

- Ability to develop successful relationships with local, state and federal grantor agencies.
- Ability to cultivate successful relationships within an organization, initiate and coordinate internal meetings, and field questions regarding the grant compliance and reporting process.
- Ability to serve as liaison to funding source programs and contract officers.
- Ability to work across public and private sectors to address City needs; clear understanding of the importance of community entities as partners in meeting the needs of the City.
- Ability to organize, analyze and interpret complex technical information related to grants and funding.
- Excellent management, interpersonal, organizational and communications skills.
- Excellent writing, editing and communication skills.
- Ability to obtain federal, state and private grant funding.
- Ability to manage and prioritize multiple projects with conflicting deadlines.

Required Education and Experience:

- BS/BA from accredited university.
- Five (5) years of Grant research, writing and managing experience, with two (2) years of governmental grants experience.
- Ability to travel and work some nights and weekends as necessary to further the goals of the Grants Office.

About Waterbury:

For information on the Waterbury Development Corporation and the City of Waterbury, please visit our websites at www.wdconline.com, www.waterburyct.org or www.thewaterbury.com.

To apply, please email a cover letter, resume, and reference list to Brenda Richard, Administrative Assistant, Waterbury Development Corporation Richard@wdconline.org.

Your submission must be received no later than **Friday, September 16, 2022**