

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**  
**JOB DESCRIPTION**

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**POSITION:** **PLANNER/GRANTS WRITER**

**PURPOSE:** To prepare proposals, grant applications and supporting documents by researching, identifying, developing, and responding to public and private grant opportunities in order to procure funds for operating expenses

**QUALIFICATIONS:**

Education: B.S. in Communications, English, Journalism, or related field.

Experience: 3 years' experience in grants writing or proposal preparation in either the public or private sector.

Skills, Abilities, and Knowledge:

- a. Ability to apply independent judgment while accepting feedback from others
- b. Excellent grammar, oral and written communication skills and attention to detail
- c. Ability to problem solve and achieve goals with little supervision
- d. Ability to maintain confidentiality
- e. Strong research skills
- f. Ability to work on multiple projects at once and meet tight deadlines
- g. Proficient in gathering, reading, interpreting and analyzing diverse data
- h. Ability to work collaboratively and independently to achieve stated goals
- i. Knowledge of current governmental guidelines
- j. Machine operation including calculator, photocopier, typewriter, and computer-specifically Microsoft Office Suite

**REPORTS TO:** Chief Financial Officer

**SUPERVISES:** None

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

Mental Concentration: Moderate concentration consistently

Interruptions: Occur frequently

Physical Efforts: Light physical effort in a predominately sitting position

Special Demands: Light driving and potential eye strain

Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Non-traditional and/or long hours when necessary to reach goals

Duties may include any or all of the following: This list is intended to be representative.

01. Maintain thorough knowledge of PIC's programs, services, mission and goals.
02. Establish linkages between state/federal government and private organizations for funding programs.
03. Conduct extensive research to collect and analyze data relevant to support proposals and to compile detailed assessment reports of the communities served.
04. Identify diverse funding opportunities including government, foundation, corporate and private sources.
05. Apply for grants to support existing and planned programs/services by researching, evaluating, writing, collaborating, and submitting proposals on time.
06. Collect and interpret data for executive decisions/policies.
07. Review correspondence concerning funding.
08. Maintain a resource funding library and funding calendar.
09. Translate concepts and information into clear written communications and adjust writing style to meet needs.
10. Responsible for marketing and public relations projects.

11. Write and submit press releases.
12. Complete forms, time cards, and other paperwork as required.
13. Assist in special projects or assignments as directed.

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE: F**