GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for researching, applying for and administering grants from a variety of sources and for obtaining alternate funding sources for the Newport News Library System. Reports to the Director of Libraries & Information Services.

ESSENTIAL JOB FUNCTIONS

Writes grant applications and proposals, monitors grant process and coordinates fundraising efforts for new and renewable grant, foundation and alternate funding streams. Makes recommendations about possible funding sources to the Director of Libraries & Information Services; oversees and performs grant implementation, including budget monitoring and outcome evaluation.

Utilizes various sources of information to research grant possibilities including online databases, journals, contacts, books and independent research to determine requirements and qualifications. Prepares correspondence, library literature, brochures and writes educational and historical materials that support library activities and services. Maintains a calendar of grant deadlines.

Maintains databases of grantors that include federal, state and other foundations including public and private businesses and donors. Conducts research on grantors and determines areas of interest, criteria, restrictions, financial basis and past awards.

Monitors and tracks expenditures of awards, grants or special projects. Develops or assists in the development of necessary accounting, budget reporting and tracking systems for grant proposals or awarded grants and alternate funds.

Collaborates with supervisors, staff, foundations, organizations, community partners, and library board to identify funding needs and to support alternative funding requests. Attends meetings and assists outside organizations as needed. Works to develop community coalitions to help solve illiteracy and other community needs through collaborative efforts for joint group and funding efforts.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.
REQUIRED KNOWLEDGE

- Grant Management - Thorough knowledge of federal and state grant programs related to library activities, grant writing principles and processes and ability to organize the department’s resources for optimum performance under grant provisions. Knowledge of the principles and practices of modern business administration including finance and accounting.
- Customer Service - Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Judgment/Decision Making - Evaluates the best method of research and exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Computer Skills - Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with clients, co-workers, and other departments and organizations. Effectively responds to routine inquiries and disputes.

REQUIRED ABILITIES

- Time Management - Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology to meet strict deadlines. Maintains a calendar for meetings, deadlines, and events.
- Communication - Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, financial data and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Financial Management - Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

EDUCATION AND EXPERIENCE

Requires a Bachelor’s Degree in Business Administration, Non-profit Management, or a related field and 3-5 years of experience in grants research, acquisition, reporting, or development; or an equivalent combination of education and experience. Professional training in grant or alternate funding writing through an accredited agency and some experience related to library operations is preferred.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and an acceptable sex offender registry check. Requires a valid driver’s license with an acceptable driving record.
PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.