

Job Description: Grant Writer

Position Summary:

Colorado County, Texas is seeking a detail-oriented and highly motivated Grant Writer to join our team. The Grant Writer will be responsible for identifying and securing grant opportunities that align with the mission and expertise of the organization. These responsibilities include researching, drafting, and submitting grant proposals to secure funding for the organization's programs and initiatives. This role involves collaborating with various departments to align funding needs with potential opportunities, ensuring compliance with grant requirements, and maintaining strong relationships with funding organizations.

Key Responsibilities:

- **Research and Identify Funding Opportunities:**
 - Research grant opportunities from government, corporate, and private sources that align with the organization's goals.
 - Monitor trends and updates in the grant-making landscape to identify new opportunities.
- **Proposal Development and Submission:**
 - Write clear, compelling, and tailored grant proposals and funding applications.
 - Develop budgets, timelines, and supporting documents required for submissions.
 - Ensure all applications meet submission guidelines and deadlines.
- **Collaboration and Coordination:**
 - Collaborate with internal teams to gather necessary data, project details, and organizational information.
 - Communicate with stakeholders to clarify grant requirements and obtain necessary approvals.
 - Participate in strategic planning sessions to align grant writing efforts with organization efforts as needed.
- **Grant Compliance and Reporting:**
 - Maintain accurate records of grant activities, including submissions, awards, and deadlines.
 - Prepare and submit required grant reports and updates to funders in a timely manner.
 - Ensure compliance with funding agreements and organization policies.
 - Adherence to record management requirements.
 - Grant review and analysis and of federal, state and local laws relative to public accounting related to grants.
 - Establish and maintain a collaborative working relationship with the County Auditor's office and appropriate stakeholders.

Qualifications:

- Bachelor's degree in Communications, English, Business, Governmental accounting, or a closely related field.
- Proven experience in grant writing, preferably in a governmental setting, with a successful track record of securing funding.
- Demonstrable knowledge of grant accounting processes.

- Working knowledge of federal and state grant requirements and procurement law.
- Exceptional written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to manage multiple projects with competing deadlines.
- Familiarity with grant research tools and funding databases.
- Proficiency in Microsoft Office Suite and other relevant software.
- A commitment to the mission of the County and a passion for making a positive impact through funding initiatives.
- A valid Texas driver's license.

Preferred Skills:

- Knowledge of the governmental public sector and funding trends.
- Experience with budget development and financial reporting for grants.
- Experience with grant management systems and reporting.
- Strong relationship-building skills with funders and stakeholders.

Work Environment:

This position is office-based and is under the direction and supervision of the Colorado County Commissioners Court. Occasional travel may be required for meetings or presentations.

Compensation:

- Annual Salary of \$60,000 - \$70,000 based on experience, skills and qualifications.
- Excellent benefits package

Applications and Resumes

To be considered, interested candidates must complete an Employment Application available online at [Colorado County Employment Opportunities](#).

Please submit Applications and Resumes to the Office of the Colorado County Judge, at 400 Spring Street, Room 107, Columbus, Texas 78934 or at email sharon.marsalia@co.colorado.tx.us.

COLORADO COUNTY EMPLOYEE BENEFITS FOR FULL TIME EMPLOYEES

The County's payroll cycle is bi-weekly for 26 periods each calendar year. The benefits for each full time county employee is as follows:

1. **MEDICAL INSURANCE** - The County pays the full premium for medical insurance. The current carrier is BlueCross BlueShield of Texas. This PPO Plan requires a \$25 co-pay/visit for in-network providers, a \$300 individual deductible then 10% co-insurance. For out-of-network providers there is a deductible of \$600 and then 30% co-insurance. Emergency room care is \$90/copay per visit with 10% co-insurance. Prescription drug coverage is provided by Navitus Health Solutions with a 3-tier co-pay system. Tier 1 Drug/Lessor of \$10 copayment OR actual cost; Tier 2 drug/\$25 copayment; Tier 3 drug/\$40 copayment.
2. **DENTAL INSURANCE** - The County pays the full premium for dental insurance. The current carrier is BlueCross BlueShield of Texas. Two routine visits per year are included. After a \$50 deductible per year, the policy will pay a percentage of certain services.
3. **LIFE INSURANCE** - The County will pay the premium for life insurance which is equal to the employee's annual salary up to \$50,000.
4. **RETIREMENT** – All employees are required to participate in the Texas County & District Retirement System. The contribution rate is 7% of gross salary. The County matches the equivalent of \$2.00 to every \$1.00 that is contributed. The County's match is payable at full retirement which is 8 years of service and age 60 or the "Rule-of-75" which is years of service and age must equal 75 or 20 years of service.
5. **SOCIAL SECURITY & MEDICARE** - The County participates in the Federal Social Security and Medicare Program at a rate of 7.65% of gross taxable salary. The County contributes the equivalent amount to the employee's account.
6. **WORKERS' COMP INSURANCE** - The County provides workers' compensation insurance. If an on-the-job injury or illness occurs, the employee is eligible to have all medical expenses paid for such injury or illness, and if unable to work for more than 7 days, may be eligible to receive partial salary continuation benefits.
7. **HOLIDAYS** - The County currently observes 15 paid holidays each calendar year. The number of days may be subject to change, however all full time employees are entitled 8 hours pay for each Holiday observed.
8. **VACATION** - The County provides paid vacation of 80 hours upon hire with a 90 day waiting period. The employee will also accrue 40 hours per calendar year over 26 pay periods. After 1 year of service, the employee will accrue 80 hours over 26 pay periods per calendar year.
9. **SICK LEAVE** - The County provides sick leave at a rate of 96 hours per year which will accrue at the rate of 3.69 hours for each of the 26 pay periods.
10. Spouse and family coverage is available at the employee's expense paid through a payroll deduction.