



# CITY OF BRIDGEPORT, CONNECTICUT

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The City of Bridgeport, CT is now accepting resumes for the position of

## **GRANTS WRITER**

**Salary:** \$65,693.00 – This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

**To Apply:** Please mail, deliver or email a resume, a cover letter, three (3) references, and a writing sample to the Civil Service Commission office, 45 Lyon Terrace, Bridgeport, CT 06604. Required documents can be emailed to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Resumes must be submitted or postmarked no later than Friday, March 2, 2018.**

### **Illustrative Duties:**

- Acts as a source of information and technical assistance to City Departments and outside organizations for new grants from the public and private sector.
- Identify the funding needs of the various city departments and seek grants to meet those needs.
- Coordinate collaborative efforts when multiple grant seekers are applying for single funding sources.
- Write/apply for grants and state special act funds.
- Write renewals and extensions for grants.
- Work with legislators, attend public hearings and make presentations to secure grant funds.
- Oversee the execution of grant agreements and grant contracts with funding sources.
- Prepare implementation strategies for each grant to be handed over to the department responsible for implementing the grant.
- Design, construct, and maintain databases.
- Assist in data collection.

### **Minimum qualification requirements:**

- College degree with a minimum of three years progressively responsible experience in grant writing and grant management. Any equivalent combination of education and experience.
- Background in development, fundraising and grant writing is required.
- Prior experience in public service is desirable.
- Working knowledge of Microsoft Office, in specific to Microsoft Word and Excel.
- An understanding of intergovernmental relations.
- Ability to communicate effectively both verbally and in writing.
- Ability to meet deadlines and work under pressure.
- Ability to facilitate meetings and make public presentations.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

For further information and contact:  
CIVIL SERVICE COMMISSION OFFICE, 45 LYON TERRACE, BRIDGEPORT, CT 06604  
TELEPHONE: 203-576-7103

**An Equal Opportunity Employer MF/AA/DIS**