



## NOTICE JOB POSTING

**TO:** City of Bridgeport employees affiliated with the Connecticut Laborers' District Council for the Bridgeport Public Employees Union (aka "LIUNA"), Local 665

**FROM:** Civil Service Commission Office

**DATE:** Wednesday, November 20, 2024

**RE:** Grants Writer

The City of Bridgeport's Central Grants Office has an opening for the position of Grants Writer.

The responsibilities of this position will include professional work under general supervision. This work will include research, program development, application for and securing of State, Federal, and private grants for City initiated projects. A complete job description is attached.

The essential functions or duties described above is a general statement of functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

Current annual salary of \$76,940.00. Note: Permanent employees promoted to a higher classification within the bargaining unit shall serve a promotional probationary period of forty-five (45) days.

If interested, eligible members who meet the required qualifications, as determined by the City, may submit an electronic bid (via email) by delivering or emailing a resume to the Office of the Civil Service Commission, City Hall, room #106 or [COB.JOBS@bridgeportct.gov](mailto:COB.JOBS@bridgeportct.gov). If submitting electronically, please include the following in the subject line: "*Grants Writer – Member Name – LIUNA Bid.*"

**DEADLINE TO APPLY IS THURSDAY, December 5, 2024.** This notice is also available for review on our City's Career Website at [www.bridgeportct.gov/careers](http://www.bridgeportct.gov/careers).

This document serves as general notice as required by the LIUNA Union contract. The City reserves the right to correct any information which may have been inadvertently misstated.

**CITY OF BRIDGEPORT JOB  
DESCRIPTION**

**JOB TITLE:** GRANT WRITER  
**DEPARTMENT:** CENTRAL GRANTS  
**UNION:** LIUNA  
**JOB CLASS CODE:** 1319

**GENERAL STATEMENT OF DUTIES:**

Under the supervision of the Director of the Central Grants Office, the Grant Writer researches, develops programs, applies for and secures state federal and private grants for City initiated projects.

**SUPERVISION RECEIVED:** Acts under the supervision of the Director of the Central Grants Office.

**SUPERVISION EXERCISED:** None

**ILLUSTRATIVE DUTIES:**

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

**MINIMUM EDUCATIONAL REQUIREMENTS:**

College degree in related field.

**EXPERIENCE:**

- Minimum of three (3) years progressively responsible experience in grant writing and grant management.
- Background in development, fundraising and grant writing is required.
- Prior experience in public service is desirable.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of 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.

**PHYSICAL DEMANDS:**

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.
- Additional hours and attending meetings outside regular work hours may be required. Work environment is professional and both team and autonomy oriented.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position. The above is intended to be a fair representation of the "typical" demands of the position.*