



## SOUTHWESTERN ILLINOIS RC&D, INC.

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Title: **Grant Development Specialist**

Position Description Number: **06**

Classification: **Administration**

### **Position Summary:**

The Grant Development Specialist will assist RC&D staff and Council in developing funding proposals to state and federal agencies as well as private foundations.

### **Key Responsibilities:**

Specific duties include, but are not limited to, the following:

1. Work with RC&D and NRCS staff as well as other volunteers to gather baseline, technical and financial information related to specific proposals.
2. Develop a draft document based on the funding organization's guidelines.
3. Revise document to the "mailing" stage
4. Develop an electronic file of common attachments, organizational background, employee bios, and project summaries.
5. Maintain a tracking system for future funding opportunities.

### **Qualifications:**

The Grant Development Specialist will possess:

1. A minimum of three years of direct experience in developing grant proposals to state and federal agencies as well as private foundations.
2. Proven ability to create effective, persuasive grant proposals that get funded.
3. Experience with and access to Microsoft Office Products, including Word, Outlook, Excel and PowerPoint.
4. Excellent communications skills, including writing, listening and presentation.
5. Familiarity with natural resources a definite benefit, although not required.

### **Supervision:**

This position will report directly to the Operations Manager. The position will also have contact with RC&D and NRCS staff.

### **Longevity:**

The individual selected for this position is expected to serve for a minimum period of one year.

### **Level of Commitment:**

It is expected that an individual will commit a minimum of 24 hours per month towards activities associated with this position. This is an averaged estimate, which may fluctuate periodically, based on upcoming grant opportunities.

**Workplace Location:**

Portions of this work can be completed at the selected volunteer's home work station. It would however be necessary to spend a portion of the time at the RC&D office to communicate with the Council and Operations Manager.

**Benefits:**

The Grant Development Specialist is subject to the following benefits associated with this position:

- √ Reimbursement of approved expenses
- √ Ability to gain practical work experience; recognition for work products produced
- √ Ability to share in the rewards of assisting in the protection of the natural resources within the region
- √ Ability to meet new people
- √ Ability to share skills, and/or learn new skills