

# West Florida Regional Planning Council

## Job Description

**JOB TITLE:** Grants Assistant  
**ROLE & LEVEL:** P1  
**TRAVEL:** 10-25%

**REPORTS TO:** Executive Director  
**FLSA STATUS:** Exempt

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### **WORK OBJECTIVE:**

Performs entry-level professional work researching, writing and tracking grant programs for the WFRPC. Provides technical and grant writing assistance on a frequent basis. Assists with the implementation of grants, monitors grant activity and assists with the preparation of regular progress updates and financial/statistical reporting.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Researches funding sources, writes, and submit final proposals and grants to a variety of organizations
- Provides administrative guidance and support to staff seeking outside funding for research, programs or projects
- Assists with communication to staff regarding pre-award and post-award criteria and guidelines
- Coordinates and maintains standards and deadlines for proposals; may assist in the review of proposals for completeness and to ensure compliance with standards
- Maintains records of funding sources and grant applications
- Researches professional journals, federal regulations, notices of funding, correspondence, and other documentation to stay abreast of industry standards and trends

### **MINIMUM QUALIFICATIONS:**

A bachelor's degree in accounting, business management, finance or related field; supplemented by one (1) year of professional business, financial management, or project management experience which may include securing grant funding and administering grants. An equivalent combination of education, certification, training, and/or experience may be considered. Must pass a pre-employment drug screen and background check.

**In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.**

### **PREFERRED QUALIFICATIONS:**

- None

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of business administration and accounting practices, including both budgetary and human resources management
- Knowledge of federal, state and/or community funding sources and mechanisms
- Knowledge of grant funding policies and procedures and applicable local, state, and federal regulations

**Created:** June, 2017

**Revised:**

**File name:** Grants Assistant

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## Job Description

- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and database management
- Skill in negotiation and arbitration
- Skill in writing proposals and grants
- Ability to prepare research reports and proposals
- Ability to analyze budgetary line items for compliance with budget guidelines
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures
- Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to manage multiple priorities to ensure that deadlines are met

### **PHYSICAL REQUIREMENTS:**

Tasks involve light physical effort (i.e., some standing and walking, or frequent light lifting of less than 10 pounds) and minimal dexterity in the use of fingers and limbs in the operating of office equipment. This job operates in a professional office environment. Tasks may involve extended periods of time sitting at a workstation and utilizing a keyboard.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed in a typical office environment without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

### **SENSORY REQUIREMENTS:**

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

### **SALARY:**

Salary range starts at \$33,000.00 annually. Actual offer will be based on individual qualifications and funding.

### **HOW TO APPLY:**

Please visit <http://www.wfrpc.org/employment-opportunities> to obtain an application and instructions regarding submission.

Candidates will not be considered until both the application and resume are received.

The WFRPC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the WFRPC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. WFRPC is a Drug Free & Tobacco Free Workplace.