Chillicothe & Ross County Public Library

Grant Writer & Development Coordinator

Supervisor: Communications & Marketing Manager
Position: FLSA Non-Exempt
Pay Band: C

Position Summary

The Grant Writer and Development Coordinator identifies, applies for, and manages grants that support the library's programs, services, and facilities. The position works closely with the Executive Director and is a part of the Communications and Marketing team that cultivates relationships with funders and community partners, writes compelling grant proposals, and manages grant-funded projects from start to finish.

Essential Duties & Responsibilities

- Identify and research potential funding sources, including government agencies, private foundations, corporations, and other organizations that support libraries, literacy, education, and other community programs.
- Manage multiple projects and priorities including researching for funding sources, writing grant proposals, managing existing grants, reporting to stakeholders, and working on special projects.
- Manage the grant application process, including developing a grant database that includes tracking deadlines, budget adherence and any other grant requirements.
- Serve as liaison to all funding agencies and organizations.
- Cultivate relationships with funders and community partners, including maintaining regular communication and providing updates on grant-funded projects. Build alliances with local, regional, and state foundations. Liaison with the Friends of the Library and other local organizations that support the library's mission.
- Assist with donor cultivation and stewardship, including writing thank you letters, creating donor recognition materials, and maintaining accurate records of gifts and pledges.
- Support the Executive Director in strategic planning and implementing fundraising events and campaigns, such as annual appeals, online giving campaigns, open houses, and other special events.
- Coordinate with the Chief Fiscal Officer to create expenditure and income budgets to accompany proposals and track grant funding post award.
- Prepare reports and presentations on grant funding status.
- Collaborate with library staff, volunteers, and community partners to identify priorities and develop proposals that align with the library's strategic goals and mission.
- Responsible for monitoring the safety and accessibility of our physical and digital spaces. Report findings to supervisor as needed.
- Attend professional development opportunities to stay informed about grant funding trends, regulations, and best practices.
- Work in public service areas as assigned: including answering reference and information questions; checking materials in and out; answering the telephone; issuing borrower's cards; processing materials, shipments, and reports; shelving, shelf reading, etc.
- Actively participates in safety and security trainings and utilizes training to protect the physical library, the library's online infrastructure, staff, and patrons.
- Perform related duties as assigned.

Qualifications

- Bachelor's degree in English, communications, library science, or related field.
- Minimum of 2 years of grant writing experience, preferably in a nonprofit or public sector organization.
- Excellent writing, editing, and research skills, with attention to detail and the ability to write persuasively.
- Strong organizational skills and ability to manage multiple projects simultaneously.
- Ability to work independently and as part of a team, with excellent interpersonal and communication skills.
- Familiarity with grant funding sources, application processes, and reporting requirements.
- Proficiency with Microsoft Office Suite and other relevant software applications.
- Passion for libraries, literacy, and community engagement.

Supervisory/Management Responsibilities

Responsible for library locations in the absence of a manager.

Interaction

Frequent interaction with library employees, patrons, agencies, and community partners.

Computer/Technology Skills/Equipment/Software Skills

Common technology used in this position includes but is not limited to Outlook, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, Intranet (StaffNet), Internet (www.CRCPL.org) Laptop, WordPress content management, Google Drive, and other library-related software applications.

Travel Requirements

Travel by automobile is required for position management responsibilities and training.

Frequency of travel: Occasional

Physical Demands

Ability to regularly lift/push/pull up to 50 pounds.

Often required to perform tasks at a desk for extended periods of time.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

Nature of work requires an ability to effectively communicate and exchange information, collect, compile, and prepare work documents operating standard business office equipment.

Work Environment

Majority of the work performed in a general office/library setting.

Telecommute Potential: 50%

Requires availability for extended or nontraditional hours as needed to perform job duties.

Requires periodic participation and attendance at related library events and training.

Disclaimer

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.