



SOUTHWEST LOUISIANA REGIONAL PLANNING COMMISSION (SWLA-RPC)
Lake Charles, Louisiana

TITLE: Grant Writer

SALARY RANGE: Based on Qualifications

DEADLINE FOR SUBMISSION: Open

DESCRIPTION: The duties of the Grant Writer will include the following:

- Conducts a full range of activities required to prepare, submit, and manage grant applications to state and federal agencies, as well as corporations and foundations.
- Works with multiple parish and municipal administrations, as well as departments, such as public works, engineering, finance, and others, relevant to gathering information necessary to prepare and report on current grant programs.
- Complies with reporting requirements per State and Federal guidelines.
- Provides oversight on current awards.
- Understands the history, structure, objectives, programs, and financial needs of the organization.
- Maintains and fosters positive relationships with fund providers and other stakeholders.
- Drafts grant proposals and supporting documents based on funding requirements of the organization.
- Maintains current records to include grant tracking and reporting.
- Tracks relevant statistics and provides requisite documentation.
- Provides development input for written organizational materials (including quarterly report, website, social media, and newsletters).
- Assists with other fundraising projects as requested.
- Other duties as assigned.

QUALIFICATIONS: Bachelor's degree from an accredited college or university with a degree in English, communications, creative writing, or a related field. Minimum of two years' experience in grant writing. Ability to write clear, structured, articulate, and persuasive proposals. Attention to detail with strong editing skills. Experienced working in a deadline-driven environment. Must be able to work well in a team environment. Ability to handle multiple assignments simultaneously. Knowledge of fundraising information sources, research techniques and strategies.

Interested candidates should submit a cover letter and resume to humanresources@planswla.com.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

SWLA-RPC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, or handicap.