

## Port of Pend Oreille Grant Writer Assistant

**SALARY:** DOQ up to \$27.00 per hour, with the following benefits: sick leave as per Washington State law, Port observed holidays shall be in accordance with the current, or as amended Port personnel policy, medical, dental, long-term disability, vision, EAP, and life insurance.

**OPENING DATE:** December 9, 2024

**CLOSING DATE:** Until Filled

### **Description:**

The Port of Pend Oreille has an opening for a temporary full-time Grant Writer Assistant whose chief responsibility is to develop and write grant proposals to state and federal government agencies, private foundations, and other grant-making organizations. The purpose of the grant writing is to secure funding for local priority projects and services in accordance with a grant received from the Washington State Department of Commerce and corresponding project services as listed in the grant. This position is funded by a grant which is scheduled to end on, or before, June 30, 2025. This position may be continued if additional grant funding becomes available. This position will serve the community and/or economic development purposes including those of the ADO as shown in the project services; other Port and/or railroad operations are currently not a part of the responsibilities of this position.

The Grant Writer Assistant will: research and identify potential fund sources that fit with the proposed project services; prepare grant applications and compile additional materials; and develop collaborative working relationships with Port staff, county entities and organizations, and grant-making agency managers. The successful applicant will need to become familiar with multiple online application systems.

The Grant Writer Assistant will report to the Executive Director as well as the Port's Grant Writer, they will interact with all departments within the Port and will be mentored and guided by the Port's Grant Writer.

To support growth and vitality in Pend Oreille County, we have many projects and programs in the pipeline. We aspire to actively pursue public and private grants to supplement these projects which has led us to the creation of this temporary position for Grant Writer Assistant. Examples of priority projects in need of grants typically include parks and recreation improvements, community and economic development facilities, and infrastructure improvements.

### **Essentials Duties and Responsibilities:**

Researches federal, state, and private foundation grant opportunities and identifies those that are potential fits with current and proposed projects, services, and programs.

Works with Port staff and officials to identify priorities that have the greatest need of outside funding.

Independently evaluates degree of match between eligible grant uses and Port needs and the needs of others. Discusses courses of action with Port staff.

Compiles information databases that will assist with current and future grant opportunities.

Participates in training sessions and one-on-one meetings offered by grant-makers to build expertise and working relationships.

Develops grant applications and related documents to pursue funding with the greatest chance of success.

Coordinates with Port staff, and others as needed to prepare written proposals and presentations, and to compile additional documentation such as community letters of support, surveys, and demographic data.

Establishes clear lines of communication with grant-making agencies so that funders understand Port project objectives and needs, and that the Port understands eligibility, deadlines, match, and other requirements.

**Grant Management.**

Works with the Port's Grant Writer and other Administrative staff as necessary to monitor compliance with grant specifications and guidelines; the project budget and progress towards completion; and, prepares, maintains, and files timely finance and project progress reports to grant-making agencies.

Management or administration of grants is only for Port projects, not for those grants for other agencies or entities.

Establishes and maintains effective working relationships with Port staff and officials, government agencies, community organizations, and the general public.

May attend meetings and training sessions outside of regular work hours.

**Knowledge:**

Public and private funding sources. Grant and contract administration.  
General understanding of the roles of local, state, and federal governments.

**Skills and Abilities:**

Grant and report writing.  
Planning, organizing, and managing projects. Operating standard office equipment and software. Preparing and maintaining accurate records.  
Excellent written and oral communication skills. Research and analysis.  
Attention to detail.  
Skills require excellent verbal and written communication abilities.  
Skills in computer word processing, spreadsheet, and desktop publishing application. Skills in time management, multi-tasking, and ability to work effectively and efficiently in a deadline-driven environment.

**Work Environment:**

Work may be a hybrid environment. Remote work is a possibility with virtual capabilities for many meetings. However, there will be instances where the individual for this position will need to be in the Port office or at other locations for meetings, research, or other communicative purposes. A Remote Work Agreement will be required for this position if the individual wishes to work at locations other than within the Port office.

**Education/Experience:**

An associate degree, or an equivalent of two years of college level coursework, in Communications, English, Marketing, Public Relations, Business Administration, or a related field. Prior work experience in grant seeking, research, and grant writing will be considered in lieu of education.

**Essential Requirements:**

Ability to meet deadlines.  
Ability to take initiative and work independently.  
Ability to express ideas effectively both orally and in writing.  
Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.  
Knowledge of good accounting practices.

### **Licensing, Screening, and Authorization Requirements**

Valid Driver's License.

Verification of identity and United States work authorization must be completed as required by the Immigration Reform and Control Act.

### **Additional Information:**

The Port of Pend Oreille is an Equal Opportunity Employer.

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position.

The employment application is available at [Applications – Pend Oreille Valley Railroad](#).

Please include Cover Letter and Resume with application.

### **Physical Demands and Environment:**

The duties of the Grant Writer Assistant are performed primarily in an office setting requiring sitting, standing, walking, stooping, bending, kneeling, crouching, reaching, pushing, pulling, twisting, a sense of touch, finger dexterity, gripping with fingers and hands, ability to discern voice conversations and to convey information, occasional transporting of up to thirty (30) pounds. Prolonged and regular hand and wrist movement related to computer keyboarding. Must be able to work in all types of weather and temperature conditions.

The above job description generally describes the position of Grant Writer Assistant. The principal functions of the job, the level of knowledge and skill required, and the scope of responsibility described should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

### **For Information, the following is the project services as listed in the grant with the Washington State Department of Commerce:**

As the ADO for Pend Oreille County, the Port of Pend Oreille is intending to use grant funds provided by the Washington State Department of Commerce ADO Grant Writer Program to recruit, hire, and retain a professional grant writer to identify, apply for, and secure grant funds for economic development purposes through an interlocal agreement with project partners. The grant writer will solicit ongoing multi-level (local, regional, state, national) grant applications and other funding proposals as a service and/or assistance provision provided by the Pend Oreille County ADO for Pend Oreille County entities (including local government, nonprofits, chambers, towns and cities, community groups, and businesses) from December, 2024 to June 2025. The planned projects for Pend Oreille County include the infrastructure development of three Port properties in and around the Newport area as well as facility improvements made to the Sweet Creek Falls Picnic Area and the Pend Oreille County Fairgrounds. The Port of Pend Oreille anticipates an average of 1-2 grant proposals per month equating to approximately 10-20 application submission within this 7-month contract period. Both State and Federal grants will be of particular interest for the Port of Pend Oreille as well as private investments and/or other public philanthropic funding opportunities. The grant writer will work directly with organization staff and community leaders to tackle projects and secure funding resources to ensure the long-term viability and the economic success of Pend Oreille County's rural communities. The seven projects identified by the Port of Pend Oreille as key areas of focus include the three prior project feasibility studies for Newport Crossings, Wolfred County Park, and the Wolfred Industrial Park. Additionally, the ADO also identified a need to make improvements to the Sweet Creek Falls Picnic Area for tourism and recreation purposes. The Pend Oreille County Fairgrounds is also in need of some facility, infrastructure, and security improvements. The Pend Oreille Innovation Center (POIC) is also working to develop a year-round greenhouse using geo-thermal energy to produce food in a known federally designated food desert in or near Usk. Currently, there are no designated activities planned with POIC yet, but the ADO does anticipate future projects related to sustainable agriculture and Agritourism that could include POIC and others, and therefore, the ADO believes the need for additional grant funding to attract and support these area small

businesses in these food system industries will also be greatly needed. These first three projects, in terms of their general needs and objectives, were included in GSI's (Greater Spokane Incorporated) grant research work that was previously performed; however, additional vetting may be needed before moving forward with any of the potential funders as described in that initial report. As a rural ADO, the Port of Pend Oreille also bears in mind that reimbursement grants and/or those requiring matching funds can be problematic and is anticipating this type of dynamic to be a part of the grant writer's strategic approach and/or strategy to researching and acquiring complimentary funds to support program development and progression. The Port is also aware that for many of the relevant funding opportunities as recommended by GSI, especially state and federal government programs that do not have current posted submission dates, that future submission dates can be estimated based on previous grant cycles that were used. The Port will also assist the grant writer with additional vetting and project work, especially those in early development stages, to ensure proper fit and alignment with potential funders prior to proceeding with any grant applications or proposal development and they will be fully prepared with the capacity to administer any grant funds should they be awarded.