



HAWAII COUNTY ECONOMIC OPPORTUNITY COUNCIL

47 Rainbow Drive
Hilo, Hawaii 96720-2013
Telephone (808) 961-2681
Fax (808) 961-2812



JOB POSTING

POSITION TITLE: Grant Writer/Compliance Monitor
REPORTS TO: Executive Director
JOB LOCATION: Hilo
FLSA: Exempt- Temporary Part-time 20 hours per week, Emergency Hire

ACCOUNTABILITY: This position works closely and collaboratively with the Executive Director. This position will be responsible for making discerning decisions with limited supervision. Will work independently and will have access to highly confidential personnel information which must be handled with discretion. Must communicate on a regular basis with Executive Director regarding grants, funding and organizational goals. Must ensure high level of confidentiality.

ESSENTIAL JOB FUNCTIONS: *(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required.)*

1. Performs technical, analytical and professional tasks with particular emphasis on the collection, interpretation, aggregation, and incorporation of data into proposal.
2. Works with the grant development team to produce grant applications, collaborative proposals, and other appropriate resource development materials.
3. Researches grant and resource opportunities through grant resource search engines and other electronic and print materials, makes referrals for departmental consideration, plan, prioritize, and coordinate multiple projects.
4. Ensure that all federally funded program activities, planning and staffing operate consistently within the mission of HCEOC and meet or exceed contractual obligations and performance standards.
5. Ensure services are in compliance with contractual obligations, federal/state/county regulations, funder guidelines and performance standards. Make recommendations for improved compliance.
6. In collaboration with Department Heads improve HCEOC's ability to conduct meaningful program evaluations, identify lessons learned and adjust programs based on evaluation results.
7. Collaborate with Department Heads on pre- and post- award activities. Provides information and guidance as requested to Executive Director and other personnel involved in grant development.
8. Provide information and guidance as requested to Executive Director and other personnel involved in grand development.
9. Participated in grant technical training provided by funding agencies and keeps abreast of changing grant standards and proposal guidelines.
10. Performs other related duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of federal/state/county grant procedures and compliance fundamentals
- Knowledge of the community needs and resources
- Experience in research techniques to gather, analyze and summarize information and to develop successful grant proposals.
- Excellent grammar, punctuation, editing, proofreading and verbal communication skills.
- Ability to write factual information
- Knowledge of advocacy

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business, Communications, Public Administration, or related field OR any combination of training and experience equivalent to a Bachelor's degree
- Experience working in a non-profit organization
- Must possess a valid driver's license with no restrictions or serious violations and submit renewal upon expiring periodically
- Provide a driving abstract prior to hire and updated annually

If you are interested in applying for this position, please submit your resume to Human Resources, at H.C.E.O.C., 47 Rainbow Drive, Hilo, HI 96720.

Closing date for this recruitment will be Friday October 13 , 12:00 noon.