



## BOONSLICK REGIONAL PLANNING COMMISSION JOB DESCRIPTION

- JOB TITLE:** Grant Writer – Part-Time
- REPORTS DIRECTLY TO:** BRPC Executive Director
- SALARY RANGE:** Hourly rate - dependent upon qualifications
- GENERAL DESCRIPTION:** Part-time position  
This position, under the direction of the Executive Director, will be responsible for planning-related activities for the organization and projects in its member communities.

### **SPECIFIC RESPONSIBILITIES:**

- In conjunction with the BRPC team, solicit, prepare and assist with the submission of grant applications to various state and federal agencies to fund projects/programs for BRPC and its member communities.
- Research/collect data for use in preparing applications or reports.
- Write and prepare grant applications for state and federal funding for projects and programs to meet regional needs.
- Completion of environmental review process, when required by projects.
- Seek out grant opportunities that fill needs for member communities.
- Prepare (or assist with preparation) of BRPC plans including transportation, economic development, and hazard mitigation; updating as needed.
- Assist with the organization's role in development of the region's Comprehensive Economic Development Strategy (CEDS), including writing/submittal of required documents and reports.
- Preparation of comprehensive narrative and statistical reports.
- Develop strong working relationships with BRPC partners, including state/federal agencies and commissions, elected officials, economic developers and groups, business/education/community leaders, and service groups in the region.
- Provide technical assistance to BRPC member communities.
- Serve as a liaison for member communities, as assigned by Executive Director.
- Work with local elected officials in obtaining citizen input related to planning programs and projects.
- Facilitate workshops and meetings to gain input regarding various planning projects.
- Completion/submission of reports related to funded projects/programs, as required, in a timely manner.

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*This job description is meant as a general explanation of some of the responsibilities and expectations for this position. As the demands of the organization change, so too may the demands of this position.*

*This description in no way constitutes a contract for employment.*

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- Remain current with statutory requirements and innovative planning practices.
- Attend meetings, trainings, and conferences, as assigned by the Executive Director.
- Perform additional duties as assigned by the Executive Director.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Strong oral and written communication skills.
- Ability to work independently or collectively with staff on a variety of projects.
- Analytical ability to gather and summarize data.
- Ability to communicate effectively and make presentations to groups.
- Skills to interact with appointed boards and commissions.
- Group facilitation skills for use with community workshops.
- Knowledge of computer software programs including Microsoft Office.
- Capacity to work on several projects or issues simultaneously.
- Ability to plan and organize work to meet schedules and timelines.
- Knowledge of planning principles and practices.

**OTHER FACTORS:**

- Valid driver's license required.
- Some evening meetings.
- Some travel required which may be out of region to attend conferences/trainings.
- Flexible schedule.

**DESIRED QUALIFICATIONS:**

- Graduation from an accredited college or university with major emphasis in planning, business, communications, English, history, education or related fields.
- Experience may be substituted for educational requirements.
- Strong written and verbal communications skills.

Office Location: Warrenton, MO with potential opportunities for remote work as determined by project assignments.

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