



Eastern Connecticut RC&D

Eastern Connecticut Resource Conservation & Development Area, Inc. 139 Wolf Den Road, Brooklyn, CT 06234 * (860) 774-0224 * www.easternrcd-ct.org

Grant Writer Job Description

For several decades, the Eastern Connecticut Resource Conservation and Development Area, Inc. (RC&D) has been an active contributor to the efforts at protecting and enhancing those things that make our part of the state (and the world) special. Through unique and highly productive partnerships, the RC&D continues to bring together people and organizations ranging from private landowners, conservation groups, government, nonprofits, and the private sector to work on projects that benefit us all. Resource Conservation and Development is a program of the United States Department of Agriculture (USDA). It was created by a provision of the Food and Agriculture Act of 1962. The Secretary of Agriculture gave the Natural Resources Conservation Service (NRCS) responsibility for administering the program. RC&D is unique because it is led by local volunteer councils that help people care for and protect their natural resources in a way that improves the local economy, environment, and living standards. RC&D is a way for people to work together to plan and carry out activities that will make their area a better place in which to live.

Background:

The Connecticut Farm Energy Program was started in May 2009 as a partnership between USDA/Rural Development and Eastern Connecticut Resource Conservation & Development Area, Inc. The Connecticut Farm Energy Program is a pilot program that provides eligible Ag Producers and Ag Based Small Business located in Eastern Connecticut with free grant writing assistance in applying for USDA/Rural Development - Rural Energy for America Program (REAP) grants and loans. The CT Farm Energy Program also provides energy information as it pertains to Connecticut and Agriculture as well as serving as a resource for other potential energy funding sources and events as they pertain to energy and agriculture in Connecticut. In order to continue to provide technical assistance to those Ag producers and Ag based small businesses it serves the Eastern CT RC&D Area, Inc. seeks to hire grant writers.

Title: Grant Writer

Position: Part time

Hours: Flexible – some night and weekend work may be required

Wages: Salary will be competitive and commensurate with experience

Benefits: None

Travel: Required within the Eastern Connecticut Area, mileage will be reimbursed

Start Date: The position will officially become available in October 2010, and training will begin prior to October.

Job Description: The Grant Writer will be responsible for preparing federal grant applications for submission including writing grant narratives, coordinating and submitting standardized applications, preparing tables and assembling attachments and appendix. Duties also include initial meeting with potential applicants to determine eligibility, review of project, business plans, environmental reviews, technical reports, feasibility studies, review of budgets and scope of work. The Grant Writer will coordinate between applicant, CT Farm Energy Program Coordinator and USDA/Rural Development. The grant writer may be asked to assist the CT Farm Energy Coordinator in other program activities and events.

Job Requirements: This position requires experience with proposal/grant writing in order to help eligible applicants apply for funding through the USDA/RD Rural Energy for America Program (REAP). The Grant Writer should have a Bachelor's degree and 2 years or more of grant writing. The equivalent in grant writing experience will be considered. Applicant should exhibit excellent written and oral communication skills, keen attention to detail and the ability to meet deadlines. Also should be able to work independently as well as part of the CT Farm Energy Program team. Expertise in federal grant applications as well as knowledge about agriculture and /or energy efficiency or renewable energy is a plus. Demonstrated successful experience in grant writing is a plus. Excellent interpersonal, networking and communication skills are required. The ability to research and identify prospective funding sources recommended. Ability to successfully establish and maintain relationships with applicants required. Self-starter with high level of organizational skills, the ability to independently organize and prioritize workload, and meet projected program goals and deadlines. Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals from beginning to end. Proficient computer skills required and should include Microsoft Word, Excel, Power Point and Internet/Email abilities.

Application Process: To apply, send resume with references, cover letter, salary requirements, and three examples of completed past grant work by Friday August 13, 2010 to:

Amanda Fargo-Johnson, c/o CT Farm Energy Program
1066 Saybrook Road, PO Box 70, Haddam, CT 06438

or email them to ctfarmenergy@aol.com (preferred method for submittals).

For questions email or call 860-345-3977 or visit our website at www.ctfarmenergy.org

Eastern CT RC&D Area, Inc. is an Equal Opportunity Employer