



Illinois Heartland Library System

Position Description

Position Title: Grants Specialist

FLSA: Exempt

Location: This position will work out of the Carbondale, Champaign or Edwardsville Office

Employee Type: Part-time

Pay Type: Salaried

Fiscal Classification: Library Professional

Salary Grade: 7

Summary:

The Grants Specialist prepares proposals for submittal to potential funding sources to obtain resources for special organizational projects. Projects enhance the mission of the Illinois Heartland Library System (IHLS) and improve service outcomes for multitype IHLS member libraries.

Essential Duties & Responsibilities:

- Identifies and researches corporate, foundation, and government sources of funding.
- Researches funding source proposal requirements and submittal deadlines and maintains report deadline calendar.
- Interviews and regularly interacts with IHLS program managers to determine goals and objectives, scope, feasibility, and funding needs for service programs.
- Identifies issues of importance to members and examines opportunities for assistance and support via potential grant opportunities.
- Gathers and maintains current files on institutional programs and projects.
- Writes, edits, and proofreads proposals and reports to corporate, foundation, and government funders.
- Coordinates preparation, assembly and delivery of proposal documents.
- Tracks status of proposals and follows up to provide additional information as required by funding sources.
-

Supervised by: Grants and Membership Director

Supervises: N/A

Minimum Education and Experience:

- Bachelors' degree required.
- Demonstrated successful grant writing experience is required.
- Minimum three years work experience in a non-profit is preferred.

Licenses or Certifications Required: Valid driver's license or other accommodations for travel.

Knowledge, Skills, and Abilities Required:

- Knowledge of grants databases and other sources of grant offerings.
- Good oral and written communication skills for the purpose of explaining, persuading and negotiating.
- Knowledge of organizational skills to manage and monitor grant cycles.
- Insight into the workings of funding agencies.
- Ability to use computer and software such as Word, Excel, and Power Point.
- Ability to work in an organization that embraces customer service.
- Ability to establish and maintain effective working relationships with staff, potential funding agencies and member libraries.
- Ability to be flexible, to use time wisely and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to demonstrate a positive attitude towards co-workers, member libraries and job duties.
- Ability to travel as required.

Working Conditions: Work is usually performed in an office environment.

Telecommuting: This position allows for regular telecommuting.

Physical Effort:

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet.
- Ability to effectively use a computer.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Grants Specialist (continued)

Supervisor Signature

Date

Approved November 2017