



VACANCY ANNOUNCEMENT

Grant Specialist

Anne Arundel Workforce Development Corporation (AAWDC) is a nationally recognized, innovative workforce development organization that provides high quality workforce development services to drive purposeful change in Anne Arundel County and across Maryland. AAWDC is the bridge between understanding the workforce and talent development needs of local and regional businesses and preparing individuals to meet their full career potential. AAWDC's vision, mission, and core values are at the heart of the way the organization achieves success.

We are seeking a **Grant Specialist**. This is a professional position that will report to the Chief Operating Officer. The Grant Specialist is responsible for identifying, reviewing and applying for Federal/National, State and Local grant opportunities that align with the mission and vision of AAWDC. In addition, the Grant Specialist will seek non-governmental funding opportunities through foundations, and other funding sources.

The Ideal Candidate should have the following:

- Proven experience in the field of funding, research, nonprofit development and grants administration
- Research methods
- Content and mechanics of the English language
- How to work both independently and as a member of a team
- Excellent communication (oral and written) and presentation skills
- Outstanding organizational and planning abilities

Education

Bachelor's degree in Public Relations and/or Communications. Minimum of 5 years of experience may substitute a B.A. degree. Proficiency in Microsoft Office Suite, to include Excel and Word, must be verifiable. Grant writing certification preferred.

Experience and Knowledge

Knowledge of private and public funding sources and grant preparation. Experience in research, organizing statistical data and writing public and private grant applications. Researches, analyzes, compiles and presents complex data from a variety of sources in order to communicate and reinforce difficult concepts and to communicate large amounts of quantifiable data for grant proposals. Data is presented in a variety of formats such as graphs, maps, charts, illustrations, tables, diagrams, flow charts, plain text and other formats as needed.

Skills and Certifications

Certification in grant writing preferred. Proficiency in Microsoft Office Suite, to include Excel and Word, must be verifiable. Ability to present data in a variety of media including innovative charts and graphs and the use of infographics. The position requires excellent organizational skills to include the ability to prioritize work and manage deadlines successfully.

To Apply: Send cover letter with salary requirements and resume to jobs@aawdc.org. Best consideration by April 7, 2017.

No phone calls or mailed applications will be accepted. Only selected applicants will be contacted.