

INDEPENDENT CONTRACTOR GRANT WRITING SPECIALIST

SUMMARY

The City of Buchanan is accepting cover letters and resumes from parties interested in serving as an Independent Contractor Grant Writing Specialist (IMMEDIATE OPENING!).

Interested parties should submit a cover letter and resume, along with a list of references, to: Buchanan City Hall, ATTN: Community Development Director, 302 N.

Redbud Trail, Buchanan, Michigan, 49107. Submissions may also be sent via email to

rmurphy@cityofbuchanan.com with the subject line "Independent Contractor Grant Writing Specialist".

Contract remains open until filled.

Services to be performed include but not limited to:

- Create a master grant inventory list and application schedule of all local, state, and federal grants available to all City departments
- Grant Writing
- Grant Administration
- Assist in a variety of City economic development programs, including facade grants, restaurant incentive programs, job creation incentives, upper story residential housing improvement grants
- Assist in MEDC Community Revitalization Program grant writing and administration Assist in MEDC Community Spaces Community Places crowd funding grant programs Assist in Michigan TAP grant programs
- Assist in Michigan DNR grant programs
- Identifying Sustainability grants and initiatives for the City
- Assist to develop strategies for ecological restoration and public access opportunities to the St. Joseph River
- Special Projects as Assigned by the City Manager or Community Development Director

DESCRIPTION

Ideal candidate will be self-driven, highly motivated, and with technical experience in writing, securing, and administering local, state, and federal grants.

Hourly rate starts at \$15.00 per hour.

NOTE—This is a temporary position and the independent contractor is not an employee of the City of Buchanan and shall have no fringe benefits or healthcare provided. The independent contractor agreement will include a term to allow for the termination of the agreement with 5 days notice, if so desired by either party.

Questions

Questions may be directed to Community Development Director Richard Murphy at (269) 362-1233 via call or text, or via email to rmurphy@cityofbuchanan.com with the subject line "Independent Contractor Grant Writing Specialist."