



625 Texas Street, Suite 200 | Shreveport, LA 71101
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The Northwest Louisiana Council of Governments (NLCOG) is seeking an energetic, deadline oriented individual to support the grant writing efforts of the agency. Under the direction of the Executive Director, the grants writer will maintain and increase the organization's funding from a variety of external sources.

Grants Writer Job Description:

The grants writer will research, write and submit public and private funding applications. This position will work closely with the Executive Director, the Accountant, and other key staff to identify potential funding sources, conceptualize and develop new program initiatives and proposals, and ensure maintenance and renewal of existing funding sources. The candidate should have a proven track record in producing successful grant proposals for public and/or private funding sources, excellent writing and communication skills, and the ability to work in an innovative and collaborative work environment

Responsibilities:

- Assists with the full range of activities required to prepare, submit, and manage grant proposals to drive, maintain and increase the organizations funding from a variety of external sources including both public and private funding sources.
- Identifies, researches, cultivates, solicits, and stewards grant funds.
- Conducts regular research on various public and private funding opportunities and RFPs.
- Drafts and edits letters of intent, grant proposals, on-line grant submissions, reports, and necessary supporting documents for complex proposals to prospective and current funders.
- Complies with all grant-related deadlines as required by funder for proposals, budgets and other submissions, including reports.
- Assists in the preparation of budgets for grant proposals and budget reports
- Works closely with office administration and key personnel to gather information needed for proposals and reports.
- Assist the Accountant with proper accounting procedures related to grant funds.
- Assists with the development of new project ideas.
- Works with external partners to co-develop project proposals.
- Participate in proposal reviews and scores feedback as needed when proposals are not funded.

Education and Qualifications:

- Bachelor's degree preferred;
- Minimum of 2 years of grant writing experience with a varied programmatic and topical focus;
- Commitment to furthering the mission and goals of NLCOG;
- Excellent oral and written communication skills;
- Demonstrated familiarity and knowledge with grant research;
- Experience in securing government and/or non-government funding and fee-for-service contracts;
- Excellent writing, editing, and organizational skills;
- Ability to meet deadlines;
- Ability to work accurately and with attention to detail;
- Strong personal responsibility; takes ownership for quality work;
- Ability to work in a collaborative environment;
- Proficiency in Microsoft Office

To Apply:

Send Resume' including cover letter, contact information for three (3) professional references, Writing sample – Case for support of grant proposal/application, and compensation requirements to

Email: jobs@nlcog.org

Hardcopy:

Jobs at NLCOG

Attention J. Kent Rogers

625 Texas Street Suite 200

Shreveport, LA 71101

Salary will be commensurate with background and experience. NLCOG offers an excellent benefits package. NLCOG is an equal opportunity employer offering competitive salaries and excellent benefits packages. For more information, please visit our website at www.nlcog.org.