

**Lane Council of Governments  
Job Classification**

<b>Job Title:</b>	<b>Resource Development Associate</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Division:</b>	<b>Local Government Services</b>	<b>Range:</b>	<b>21</b>
<b>Reports To:</b>	<b>Program Manager-Resource Development</b>	<b>Last Revised:</b>	<b>October 2006</b>

**General Statement of Duties**

Provides grant and contract development services to the LGS and RTS Divisions, including grant/contract identification, procurement, and administration. Plans and executes efforts to secure alternative funding sources for programs and activities, coordinates grant projects and related budgets within funding agency guidelines and parameters, and performs related work as required. Also, provides grant writing assistance to LCOG's members and customers on an as-needed basis.

**Supervision Received**

Work is performed under applicable policies, guidelines and appropriate technical and professional standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

**Supervision Exercised**

None.

**Resource Responsibility**

Moderate responsibility for financial and human resources. Includes final decisions or recommendations involving effective use of employees, space, materials and equipment with only general checks for reasonableness of actions. Decisions made within policy guidelines.

**Essential Job Functions**

Coordinates efforts to obtain grant/contract funding. Identifies, researches, analyzes, and evaluates new sources of revenue for LGS/RTS programs and activities; presents findings in oral and written reports and presentations.

Identifies and develops viable projects, programs, and partnerships to meet the stated priorities and goals of the organization; assesses needs and identifies funding sources. Prepares contract proposals and budgets related to external funding of programs.

Coordinates the grant solicitation process; analyzes grant opportunities and assists in identifying desired outcomes that could be achieved with the successful acquisition of a particular grant or contract proposal. Evaluates long-term impact, time requirement, ease of accomplishment, and anticipated results to determine which grants/contracts best fit the desired outcomes.

Directs and coordinates the complete grant/contract proposal application process. Coordinates and oversees the development of selected grant and contract proposals; instructs staff regarding funding guidelines; writes and edits proposals for funding; reviews and/or prepares budget narratives and summaries for grant/contract proposals; mediates conflicts between grant/contract proposal development team members.

Coordinates with partner local government agencies or non-profits in grant identification, procurement, and administration.

Prepares technical grant reports, ensuring compliance with appropriate State and Federal guidelines.

Facilitates and coordinates the grant review process.

Works with program managers, directors, and granting agencies to ensure compliance with grant and contract protocols and reporting requirements, and consistency with agency goals and policies.

Provides technical assistance by advising staff regarding potential funding sources, resource development issues, and strategies. Conducts grant opportunity and training workshops to provide information regarding applicable grant availability.

Reviews and synthesizes information from many sources which relate to program development.

### **Other Job Functions**

May provide guidance, assistance, and training to program managers and other staff.

Performs other related duties as assigned.

### **Working Conditions**

Duties are primarily performed in an office environment while sitting at a desk or computer terminal or standing at a counter. Some travel is required to attend meetings.

### **Knowledge, Skills, and Abilities**

Considerable knowledge of applying for funding from outside agencies, and the principles and practices observed by such agencies in considering applications for funding.

Considerable knowledge of the principles, objectives, procedures, and limitations of soliciting and generating alternative revenues for financing programs and activities.

Considerable knowledge of planning, program development, program evaluation, grant writing, and potential funding sources.

Experience in researching and obtaining funding sources related to regional planning, natural resource planning, transportation planning, community safety, research and analysis, information services and technology, economic development, and capital improvement programs highly desirable.

Exceptional skills in research, synthesis of information, writing, and editing.

Knowledge of State and Federal laws and legislation affecting resource development.

Extensive skill in the development, preparation, and negotiation of agency services agreements, including program goals/criteria and objectives, performance standards/outcomes, reporting requirements, and budgets.

Ability to analyze grant opportunities, policies, and proposals on the basis of their overall effect on the agency as well as their impact on specific programs.

Ability to express ideas effectively, both orally and in writing.

Ability to identify grant opportunities using computer-aided search procedures.

Ability to prepare grant applications and manage the submission process.

Skill in establishing and maintaining effective working relationships with subordinates, elected officials, representatives of other governmental agencies, business and civic groups, and the public.

Ability to work with accuracy and attention to detail and to meet deadlines.

Physical ability to perform assigned work.

### **Education and Experience**

Bachelor's degree in public relations, business, or a related field, and five years progressively responsible professional experience working in a grant writer/resource developer capacity; or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

### **Licenses, Certificates, and Other Requirements**

None.