

# STLPARTNERSHIP

## Grant Writing Specialist

### *Work to Improve and Increase Economic Opportunities in the St. Louis Region*

The St. Louis Economic Development Partnership (STLPartnership) is a Missouri non-profit corporation organized for the purposes of advancing the social welfare, health, and economic interests of the St. Louis region and its residents. In furtherance of its organizational purposes, STLPartnership provides governmental economic development services to both St. Louis County and the City of St. Louis.

STLPartnership aligns regional efforts in business development, business finance, entrepreneurial support, and international trade services and provides a broad range of services to boost innovation and entrepreneurship, support business retention and expansion, enhance the region's global relevance, and revitalize communities. STLPartnership is a key facilitator of initiatives to encourage equitable economic prosperity and resiliency in the St. Louis region.

### Position Description

The Grant Writing Specialist is an experienced, technical writer able to directly prepare all aspects of federal (and private) grant applications. Grant applications may cover a wide variety of economic development interests, including but not limited to equity/inclusion, innovation/entrepreneurship, workforce training, small business, advanced manufacturing, immigrant support, international trade/foreign direct investment, industry cluster development strategies, programming, feasibility studies, and construction. Coordinates with other STLPartnership divisions and regional and local organizations. This job requires some non-traditional hours, as grant application deadlines might require evening and weekend time.

### Job Duties

- Write and prepare narratives and budgets for proposed projects as prioritized by STLPartnership staff, including assembling the research and documentation needed to support applications.
- Strategize with STLPartnership staff on narrative and budget outlines for proposed projects to ensure compelling and data-supported submissions.
- Guide STLPartnership staff in the writing of proposed projects with compelling and creative suggestions on narrative and budget structures.
- Review, edit, and suggest improvements to STLPartnership staff drafted projects to enhance application storytelling and competitiveness.
- Manage multiple iterative writing processes among proposed projects with each project possibly requiring several drafts before final submission.
- Counsel STLPartnership staff on grant application strategies in consideration of eligibility, readiness, and funding agency receptivity of proposed projects; create a methodology to evaluate the grant application strategies and the proposed projects.

- Identify gaps and/or duplicative areas among proposed projects to ensure a holistic, seamless collection of proposals submitted by the STLPartnership to federal granting agencies.
- Monitor grant funded operations to make certain activities are on time and on budget.
- Coordinate with STLPartnership compliance personnel to ensure reporting requirements are met.
- Coordinate with the STLPartnership's Grants Committee to identify federal, state, and local grant opportunities, including private grants.
- Gathers, interprets, prepares and generates data for studies, reports, and recommendations.
- Collaborates with internal and external parties as appropriate.
- Performs various other duties and functions as assigned.

## **Professional Qualifications**

### **Education**

Bachelor's degree from an accredited institution in business, real estate, public administration/policy, planning, economic development, community development, or a related field.

### **Experience and Skills**

- 5+ years of progressively more responsible related work experience or other equivalent combination of education and experience.
- Excellent client-facing and peer-to-peer communication skills.
- Excellent written and verbal communications skills.
- Quantitative and analytical skills, particularly as applied in economic development settings.
- Strong organizational skills, including attention to detail and multi-tasking.
- Personal discretion and ethical comportment.
- Skilled in working with a diverse range of people from a variety of socio-economic levels and building consensus around a common set of goals and outcomes.
- Experience working in complex environments and managing multiple projects simultaneously.
- Experience collaborating with multiple stakeholders in program/project management.
- Demonstrated ability to generate creative solutions.

### **Personal Qualities**

Demonstrated commitment to public service and STLPartnership's mission. Self-motivated and able and willing to manage an aggressive schedule to meet job demands. A team player who inspires collaboration and is well-organized. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Interpersonal Characteristics**

A strong passion for equitable economic development, helping businesses, creating employment, and positively changing communities. Strong written and verbal communication skills are expected. The selected candidate should be a strong team and relationship builder and self-motivated. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of all backgrounds and cultures and will have a desire to make a positive difference within the community. It is expected that the selected candidate will maintain a professional work environment and will treat others with respect and dignity in executing all job functions.

### **Working Conditions**

The job duties described above are representative of those an employee encounters while performing

the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. STLPartnership currently offers a hybrid remote/in-office work environment.

### **Compensation and Terms**

Commensurate with experience, STLPartnership offers a competitive base salary and a culture that fosters and supports creativity and innovation. STLPartnership offers a generous benefits package that includes paid time off and holidays; medical, dental, vision, life, and disability insurance; and retirement plan options. This is a full-time, exempt position under the Fair Labor Standards Act.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>. Applicants are also encouraged to visit STLPartnership's website to learn more about the organization and opportunity: [www.stlpartnership.com](http://www.stlpartnership.com) and <https://stlpartnership.com/careers/>.

*The St. Louis Economic Development Partnership is an equal opportunity employer. STLPartnership considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

### **Accredited Economic Development Organization**



The St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.