**Job Title: Part-Time Grant Writer**

**Location:** Chase County, Kansas

**Overview:** We are seeking a motivated and experienced part-time grant writer to join our team in Chase County, Kansas. The successful candidate will play a crucial role in identifying funding opportunities, preparing grant proposals, and managing the grant application process. The Grant Writer will work closely with various departments within Chase County Government to develop compelling proposals that align with our mission and strategic goals. This position reports directly to the Chase County Board of County Commissioners.

**Responsibilities:**

* Research potential grant opportunities from government agencies, foundations, and other sources that align with objectives and needs of Chase County and cooperate with other Chase County Taxing Subdivisions.
* Collaborate with department managers and other staff to gather information necessary for grant proposals.
* Write clear, concise, and compelling grant proposals and grant reports that effectively communicate the organization's mission, programs, and impact.
* Ensure that all grant applications are submitted accurately and on time, meeting all required deadlines.
* Manage relationships with grant funders and act as the primary point of contact for grant-related inquiries.
* Maintain up-to-date records of all grant activities, including tracking submissions, reporting requirements, and funding outcomes.
* Stay informed about trends and best practices in grant writing and fundraising.

**Qualifications:**

* Bachelor's degree in a relevant field such as English, Communications, Nonprofit Management, or a related area preferred.
* Proven experience in grant writing, with a successful track record of securing funding from government agencies, foundations, and other sources.
* Excellent writing and editing skills, with the ability to craft clear, compelling narratives.
* Strong research skills and the ability to gather and synthesize information from multiple sources.
* Detail-oriented with the ability to manage multiple projects and deadlines simultaneously.
* Knowledge of the nonprofit sector and grantmaking processes.
* Proficiency in technology and grant management software.

**Compensation and Benefits:**

* **Pay Rate:** Base pay will be up to $26,000 per year, depending on experience and qualifications.
* **Payment Schedule:** Monthly
* **Additional Compensation:** Possibility of performance-based bonuses depending on the successful acquisition of grants and meeting funding targets.

**Additional Information:**

* This is a part-time position, with approximately 20 hours per week.
* The position may require occasional travel within Chase County and the surrounding area.
* Flexible scheduling options available.
* This position will be an evolving position and will require the successful candidate to be flexible as the responsibilities of the position evolve.

**How to Apply:** To apply for the Part-Time Grant Writer position, please submit a resume, cover letter, and writing sample to the Chase County Clerk’s Office. In your cover letter, please include details about your relevant experience and why you are interested in joining our team.