



Grant Writing Assistant

Chillicothe & Ross County Public Library has an immediate opening for a full-time Grant Writing Assistant with a starting hourly wage of \$17.33 based on minimum requirements. Benefits include medical, dental, vision, life insurance, paid vacation and sick leave, and eleven paid holidays.

Primary Duties—

- Identify and research potential funding sources.
- Manage multiple projects and priorities.
- Manage the grant application process adhering to grant requirements.
- Serve as liaison to all funding agencies and organizations.
- Cultivate relationships with funders and community partners. Assist with donor cultivation and stewardship.
- Support the Executive Director in strategic planning and implementing fundraising events.
- Coordinate with the Chief Fiscal Officer to create expenditure and income budgets.
- Prepare reports and presentations on grant funding.
- Collaborate with library staff, volunteers, and community partners to identify priorities and develop proposals that align with the library's strategic goals and mission.
- Attend professional development opportunities.
- Work in public service areas as assigned: including answering reference and information questions; checking materials in and out; answering the telephone; issuing borrower's cards; processing materials, shipments, and reports; shelving, shelf reading, etc.

Qualifications—

- Bachelor's degree in English, communications, library science, or related field.
- Minimum of 2 years of grant writing experience, preferably in a nonprofit or public sector organization.
- Excellent writing, editing, and research skills, with attention to detail.
- Familiarity with grant funding sources, application processes, and reporting requirements.
- Passion for libraries, literacy, and community engagement.
- Must successfully pass a criminal background check.

To apply—

For fullest consideration, email jobs@crcpl.org no later than midnight on July 9, 2023. Please attach:

- a meaningful cover letter
- resume
- three references related to your work history

For a complete job description, visit <https://www.crcpl.org/employment>

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve.

Chillicothe & Ross County Public Library is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law.