



**City of Holyoke  
Police Department  
Full Time Grant Writer & Manager  
JOB POSTING – September 20 - September 30th, 2022**

**Position Summary:**

The primary responsibilities of this position are to write, submit, and manage grants associated with the Holyoke Police Department.

**Essential Functions:**

- Write high quality grant proposals, follow up on grant submissions, generate reports for funded grants
- Monitor grant proposals, prepare follow-up reports, as required by grantors
- Research and assess the suitability of available grant funding opportunities utilizing resources including the internet, notifications from local, state and Federal agencies and various publications
- Communicate as necessary with funding organizations
- Attend Grant related meetings outside of the department as needed

**Knowledge skills and ability REQUIRED:** Grant application processes, grants administration, and grant regulation practices. Proper business English, grammar, spelling, and punctuation.

**Knowledge, skills and abilities PREFERRED:** The use of a personal computer to include Microsoft Office and other industry related software to perform essential job functions. Familiar with JUSTGRANTS, ASAP, PMS, SAM, COMMBUYS, DOJ Grant Financial Management Training. Experience with evidence based police programs and strategies.

**Experience REQUIRED:** A minimum of two years full-time professional experience in grants management. Ability to work independently and in a timely manner.

**Education, certification, licensure, or other similar REQUIRED:** A Bachelor's degree in a related field from an accredited college or university. Must be able to pass a criminal and financial background check, interview, and a drug test.

**Supervisory responsibilities:** None.

**Job Environment:** Operates office equipment in an office environment.

**Fair Labor Standards Act (FLSA) status:** Non-Exempt

**Employment status:** Regular Full Time 40 hours per week

**Hours:** 8:00am - 4:00pm

**Pay Rate:** \$60,000.00 - \$75,000 based on experience

**Employee Benefits:** Health, dental, life insurance and Flexible Spending Account (FSA)

**Reports to:** Chief of Police or his designee

Please respond by email to include letter of interest, resume, and a list of three references to:  
[Personnel @holyoke.org](mailto:Personnel@holyoke.org)

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