



CITY OF FORT DODGE

819 1st Avenue South • Fort Dodge, Iowa 50501
Phone (515) 576-4551 • www.fortdodgeiowa.org

Grant Writer/Administrator

The City of Fort Dodge is seeking a proactive and skilled Grant Writer/Administrator to support our Development Services team. In this key role, you will help advance the City's strategic initiatives by identifying, pursuing, and managing grant opportunities from federal, state, and private funding sources. Your work will directly support community and economic development efforts, ensuring that critical programs and projects are successfully funded and implemented.

Key Responsibilities

- Proactively research and track federal, state, and private grant opportunities.
- Develop, write, and submit grant proposals in collaboration with relevant departments.
- Coordinate cross-departmental efforts in compiling and submitting applications.
- Monitor grant deadlines, compliance requirements, and reporting schedules.
- Assist in the implementation and administration of awarded grants.
- Provide financial oversight for grant-related expenditures, eligibility, and reimbursements.
- Support internal controls for grant management and resolve audit findings as needed.
- Evaluate and recommend improvements to programs and internal processes.
- Maintain strong, positive relationships with funding agencies and partners.
- Stay informed through webinars, workshops, and community involvement on grant-related topics.

Education & Experience

- Bachelor's degree in Public Administration, Business, English, Finance, or a related field preferred.
- Minimum of 2-4 years of experience in grant writing and/or grant administration, preferably in the public or nonprofit sector.

Required Skills & Abilities:

- Strong analytical skills and sound judgement in applying grant policies and procedures.
- Excellent writing skills, including the ability to craft clear, persuasive proposals and accurate financial and program reports.
- Comfortable interpreting technical documents, financial data, and government regulations.
- Effective communicator with strong interpersonal and presentation skills.
- Proficient with office software and financial tools (Microsoft Excel, accounting software, etc.).
- Capable of working independently with minimal supervision while managing multiple projects and deadlines.

Compensation

Competitive benefits; Salary \$60,736.00

Why Join Us?

At the City of Fort Dodge, you'll be part of a mission-driven team dedicated to improving our community through strategic investment and development. You'll have the opportunity to make a direct impact on projects that shape the future of our city—while growing professionally in a supportive and forward-thinking environment.

Apply Today!

Website: <https://www.governmentjobs.com/careers/fortdodgeiowa/jobs/5035450/grant-writer-administrator?pagetype=jobOpportunitiesJobs>

When applying please submit a cover letter and resume.