

HAWAII FARM BUREAU

Job Description

Grant Writer

Exempt (Y/N): Yes

SUMMARY: This position supports the Hawaii Farm Bureau Federation operations by developing and administering a grant writing and loan assistance program. This position develops and maintains the Hawaii Farm Bureau's Hawaii Agricultural Grant Writer program. The Grant Writer is responsible for researching and identifying funding resources, grant opportunities, and grant administration. This person serves as the primary grant writer, assists in managing funder relationships, engages in compliance reporting, and supports special project initiatives. This position requires strong writing, data analysis, program budgeting, project management skills, with an emphasis on clear writing and outcome measurement.

ESSENTIAL DUTIES & RESPONSIBILITIES: Include the following. Other duties may be assigned.

- Support the Executive Director in meeting the needs of the organization.
- Identify the financial and technical assistance needs of Hawaii's farmers and ranchers.
- Identify potential financial resources, including grants, loans, micro-loans, available to meet the needs of Hawaii's farmers and ranchers.
- Determine grant proposal concepts by identifying and clarifying opportunities and needs and studying requests for proposals (RFPs).
- Prepare grant proposals by determining concepts, gathering and formatting information, and writing drafts.
- Meet proposal deadline by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Develop proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Assist farmers and ranchers with grant writing and loan packaging technical assistance programs.
- Maintaining a master calendar of grants and prospects and all associated files and correspondence.
- Maintaining a library of grant support documents including resumes, bios, IRS forms, etc.
- Executing thank you letters and facilitating grant contracts/agreements.
- Ensuring acknowledgment of funders via website, e-newsletter, and social media.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree from an accredited college or university or 3 years experience in nonprofit administration, grant writing, or fundraising; or equivalent combination of education, training, and experience. Knowledge of Hawaii agricultural production and practices is desirable. This position requires a self-starter and highly motivated individual.

LANGUAGE SKILLS: Ability to read and interpret legislation, environmental regulations, and county government ordinances and laws. Ability to write routine reports and correspondence. Ability to promulgate both oral and written reports and correspondence and must have reasonable skill at public speaking.

MATHEMATICAL SKILLS: Ability to apply moderately complex mathematical concepts. Ability to work with mathematical operations related to daily tasks.

REASONING ABILITY: 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.

OTHER SKILLS and ABILITIES: Employee must have strong computer skills including Microsoft Word, Outlook, Excel, and Internet usage.

TRAVEL: Employee must possess a valid State of Hawaii driver's license and be willing to occasionally travel both in and out of state.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee in order to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, while using their hands and fingers, handle, or feel objects, tools, or controls, talk, and hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions while participating in farm or other environmental tours. The noise level in the work environment is usually low to moderate.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all the essential duties, responsibilities, and requirements of personnel.