



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting resumes for the position of

GRANTS WRITER

Salary and Benefits: \$68,347.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(a) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

To Apply: Please email a cover letter, resume, supplied application and three (3) professional references (name & contact only) to COB.Jobs@bridgeportct.gov.

Position is open until filled. (Any/all changes to this opening shall be at the discretion of the City of Bridgeport).

Municipal Profile

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

GENERAL STATEMENT OF DUTIES:

Under the supervision of the Director of the Central Grants Office, the Grant Writer researches, develops programs, applies for and secures state federal and private grants for City initiated projects.

ILLUSTRATIVE DUTIES:

- Acts as a source of information and technical assistance to City Departments and outside organizations for new grants from the public and private sector.
- Identify the funding needs of the various city departments and seek grants to meet those needs.
- Coordinate collaborative efforts when multiple grant seekers are applying for single funding sources.
- Write/apply for grants and state special act funds.
- Write renewals and extensions for grants.
- Work with legislators, attend public hearings and make presentations to secure grant funds.
- Oversee the execution of grant agreements and grant contracts with funding sources.
- Prepare implementation strategies for each grant to be handed over to the department responsible for implementing the grant.
- Design, construct, and maintain databases.
- Assist in data collection.

MINIMUM QUALIFICATION REQUIREMENTS:

- College degree with a minimum of three years progressively responsible experience in grant writing and grant management. Any equivalent combination of education and experience.
- Background in development, fundraising and grant writing is required.

- Prior experience in public service is desirable.
- Working knowledge of Microsoft Office, in specific to Microsoft Word and Excel.
- An understanding of intergovernmental relations.
- Ability to communicate effectively both verbally and in writing.
- Ability to meet deadlines and work under pressure.
- Ability to facilitate meetings and make public presentations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles.

This job description is not, nor is to be intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION 45
LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103



CITY OF BRIDGEPORT, CONNECTICUT
CIVIL SERVICE COMMISSION
 CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604

Non-Competitive/Seasonal Employment Application

Position Applied for	Date
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APPLICANT INFORMATION									
Last Name	First Name	M.I.							
Mailing Address							Apartment/Unit #		
City	State			ZIP					
Phone	E-mail Address								
Commercial Drivers License (CDL) (Yes/No)	CT Drivers License (Yes/No)								
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>				
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?						

EDUCATION									
High School						Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
College						Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
Other						Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				

REFERENCES									
<i>Please list three professional references.</i>									
Full Name						Relationship			
Company						Phone			
Address									
Full Name						Relationship			
Company						Phone			
Address									
Full Name						Relationship			
Company						Phone			
Address									

PREVIOUS EMPLOYMENT					
Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input checked="" type="checkbox"/>	NO <input checked="" type="checkbox"/>

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>

DEMOGRAPHICS				
<p>For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.</p>				
GENDER:	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>		
ETHNICITY:	WHITE <input type="checkbox"/>	ASIAN <input type="checkbox"/>	BLACK or AFRICAN AMERICAN <input type="checkbox"/>	AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/>
NATIVE HAWAIIAN or PACIFIC ISLANDER <input type="checkbox"/>		TWO or MORE RACES <input type="checkbox"/>		OTHER <input type="checkbox"/>

IN CASE OF EMERGENCY, PLEASE NOTIFY:			
Name:			Name:
Relationship:			Relationship:
Home Phone:			Home Phone:
Work Phone:			Work Phone:
Cell Phone:			Cell Phone:

DISCLAIMER AND SIGNATURE

Signature		Date	
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I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.

