



# CITY OF BRIDGEPORT, CONNECTICUT

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The City of Bridgeport is now accepting submissions for the position of

## **GRANT WRITER**

*Department of Central Grants*

**Salary and Benefits: \$70,411.00 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; these benefits include retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits. This is a unionized position.

**To Apply:** Please email cover letter, resume, and supplied application to [COB.Jobs@BridgeportCT.gov](mailto:COB.Jobs@BridgeportCT.gov).

**Accepting complete submissions until November 3, 2023.**

*(Any/all changes to this opening shall be at the discretion of the City of Bridgeport)*

*This position will require a pre-employment medical examination and drug testing.*

### *Municipal Profile*

The City of Bridgeport is 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 researched, develops programs, applies for, and secures state federal and private grants for City initiated projects.

**SUPERVISION RECEIVED:** Acts under the supervision of the Central Grants Office.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

- 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 acts 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 to be handed over to the department responsible for implementing the grant.
- Design, construct and maintain databases.
- Assist in data collection.

### **MINIMUM EDUCATIONAL REQUIREMENTS**

- College degree in related field

### **EXPERIENCE:**

- Minimum of three (3) years progressively responsible experience in grant writing and grant management
- Background in development, fundraising and grant writing is required.
- Experience in public service is desirable.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge of 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**

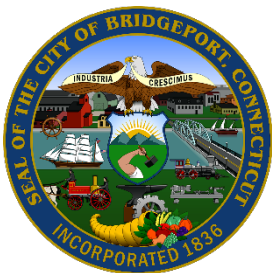
*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities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

- Essential and marginal functions may require maintaining the physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

The City of Bridgeport is An Equal Opportunity Employer for All

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

*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.*



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

**Employment Application**

Position Applied for	Date
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<b>APPLICANT INFORMATION</b>									
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?						

<b>EDUCATION</b>										
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					

<b>REFERENCES</b>										
<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	NO

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

Company				Phone	
Address				Supervisor	
Job Title					
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?				YES	NO

DEMOGRAPHICS				
<p>For the 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>				
<b>GENDER:</b>	FEMALE <input type="checkbox"/>	MALE <input type="checkbox"/>	HISPANIC or LATINO <input type="checkbox"/>	
<b>ETHNICITY:</b>	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"/>

DISCLAIMER AND SIGNATURE	
Signature	Date

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.