

# Ozarks Public Broadcasting

*KSMU Radio (regional NPR affiliate) and Ozarks Public Television (regional PBS affiliate)*

## Part-Time Grant Writer Position

*Grant Funded Position*

### **GENERAL FUNCTION**

The primary duty of the part-time Grant Writer is to seek opportunities for project-specific and general operational funding by prospecting and preparing requests to governmental, private, and corporate foundations.

### **JOB DUTIES**

- Identify, cultivate, solicit, and steward governmental, private, and corporate foundations.
- Develop proposals and grant applications that meet funder guidelines and requirements as well as Ozarks Public Broadcasting funding priorities.
- Supports the management of OPB's grant process by monitoring proposal deadlines, proposal submission process, and grant reporting to funders.
- Initiate and maintain relationships with Missouri State University's Corporate and Foundation Relations Department and Office of Research Administration.
- Track and document submissions and funder communications.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as required by supervisor.

### **EXPERIENCE AND QUALIFICATIONS**

- At least three years of fundraising, grant writing, and/or professional writing experience is required.
- Grant administration experience is preferred.
- Strong research, writing, analytical and organization skills.
- Ability to read and interpret written instructions and application guidelines.
- Strong proofreading skills.
- Ability to multitask; comfortable in a deadline driven environment.
- Excellent written and verbal communication skills.
- Computer literacy, particularly in word processing, using internet resources, and using databases.
- Self-starter, committed to follow through.

### **COMMITMENT AND COMPENSATION**

- This position is grant funded and dependent on renewed or new funding.
- \$25.00 per hour
- 20 hours per week
- Flexible scheduling, open to hybrid work arrangement.

**JOB PERFORMANCE EVALUATION CRITERIA**

- Quantity of proposals and number of Letters of Inquiry submitted.
- Total grants awarded.
- Amount of funds raised.
- Number of new potential funders identified and researched.

**How to apply:** Email cover letter, resume, two letters of recommendation, and a writing sample to OPB Director of Community Support Sue Robinson: srobinson@missouristate.edu. Please put in the email subject line: GRANT WRITER POSITION.