

# Grant Writer

Job Location – Visalia, CA



## Responsibilities

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4Creeks is seeking a Grant Writer. As a grant writer you will be responsible for applying for and managing grants in pursuance of receiving additional funding for our company. Some of the duties of a grant writer include finding grants, research, developing proposals, submissions, and management of all aspects of the grant. Also, maintaining organization and keeping record of all opportunities, deadlines, and proposals.

Superstars will work closely with our market sector leaders identifying potential projects and project partners to strategically pursue opportunities to benefit our local communities.

## Minimum Qualifications

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1. Bachelor's degree in English, communications, creative writing, or a related area.
2. 0-2 years' experience in grant writing.
3. The ideal candidate will have a working knowledge of local, state, and federal grant processes (project development, proposal submission, and reporting requirements) and identify grant opportunities. Bonus points for familiarity with civil engineering projects (transportation, parks, schools, water sustainability and quality, planning, land development for housing, downtown revitalization, etc.)
4. Strong research skills and knowledge of information sources.
5. Multitasking, organizational and time management skills.
6. Ability to handle confidential matters with utmost integrity.
7. Experience with Microsoft Office, including Word and Excel is required.

## Compensation

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Salary will be determined by candidate's skill and experience level and highly competitive with industry standards. Benefits package includes full employee health coverage (50% coverage for dependents), company 401(k) contribution, and performance bonuses.

## About 4Creeks

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We are a small band of visionaries, mentors, and citizens, driven by a deeply instilled belief that together we can help solve some of the challenges we face. We're determined to play our part in inspiring a new future and rebuilding what's broken, from Bakersfield to Sacramento. We call Central California home and we're committed to using all the tools and resources at our disposal to make this region known for greatness.

You'll quickly find out that 4Creeks is built on a fun, challenging and collaborative work-environment. A team-based approach is the standard we uphold, and we believe that no one person is more valuable than the other. We enjoy working together and pooling our resources to provide the best solution we can create together.

## How to Apply

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For immediate consideration; please email your resume and cover letter detailing your background, skills, and experience to [hr@4-creeks.com](mailto:hr@4-creeks.com). Our Human Resource Administrator will contact you promptly for initial interview coordination.