

Big Sandy Area Community Action Program  
is seeking qualified candidates for a  
**Grant Writer**  
in our Paintsville office.

Responsibilities include:

- \* Investigate and identify prospective funding sources
- \* Research, develop, write and submit proposals, letters, reports and other materials as necessary to secure grant support from foundations, corporations and government funding sources
- \* Prepare and submit powerful, persuasive grant proposals that accurately represent the agency's programs and services
- \* Assist in budget preparation necessary to support funding resource guidelines
- \* Developing and maintaining up-to-date statistical and community data to analyze local needs
- \* Representing the Agency in community, governmental, and professional organizations
- \* Planning and coordinating fund drives for special projects

Qualifications:

- \* Bachelors Degree in Public Administration, Business, Communications, or related field
- \* Two years demonstrated experience in successful funding of grant applications
- \* A proven track record of achieving financial goals is essential
- \* Ability to read, analyze and interpret complex documents and instructions
- \* Ability to successfully manage multiple projects and meet strict deadlines
- \* Excellent, oral, written, and computer skills
- \* Valid driver's license and travel required

**Qualified applicants may submit resume and work samples to :**

**Big Sandy Area Community Action Program,  
ATTN: Human Resources Manager, 230 Court Street, Paintsville, KY 41240.  
Closing date for applications is April 2, 2019.**

Big Sandy Area Community Action Program is one of a network of more than 1,000 Community Action organizations located across the United States committed to fighting poverty by empowering individuals. This project is funded, in part, under a contract with the Cabinet for Health and Family Services with funds from the Community Services Block Grant Act and the U.S. Department of Health and Human Services.

An equal opportunity employer