



Grant Specialist

Jefferson County Department of Social Services is actively seeking a Grant Specialist. The Grant Specialist will be responsible for all federal, state, and foundation grants throughout the grant lifecycle: identifying potential funding opportunities for programs, needs assessments, writing grant proposals, working with project managers to implement grants, holding grant work groups accountable to deadlines and deliverables, compiling information for and writing grant reports, and fostering relationships with funders. Civil Service exam required for permanent appointment.

Jefferson County is an Equal Opportunity Employer

Salary Range: \$62,767 - \$70,644 per year.

Excellent fringe benefits include:

- Health, Vision, and Dental Insurance
- Flex Spending Account
- NYS Retirement
- Deferred Compensation
- Paid Vacation
- Sick Leave
- And more!

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited college or university with an Associates Degree in Business Administration, Economics, or a closely related field and 2 years of experience in resource allocation or grant writing; or
- B) Graduation from high school or possession of an equivalency diploma and 4 years of experience as listed above.
- C) An equivalent combination of training and experience defined by the limits of A and B above.



Applications will be accepted until the position is filled.

Apply online on our Employment Portal:

<https://jefferson-portal.mycivilservice.com/>

Or send a paper application and resume to:

Jefferson County Dept. of Human Resources, 175 Arsenal St. Watertown, NY 13601.

