
POSITION TITLE: Boise County Grant Writer
DEPARTMENT: Board of County Commissioners
DATE: September 2025

POSITION SUMMARY:

The Grant Writer will work for the Boise County Board of Commissioners to raise money for the county's goals. They will search for available grants and research their requirements to find opportunities that align with the County's financial needs. Before applying for a grant, Grant Writer is to communicate with the Board, and other stakeholders, to confirm that they are interested in collaborating with the foundation or company offering the grant. After the research phase, the grant writer will prepare documents using persuasive language and facts about the County, to explain why we should receive funding and how we would use the money.

An effective Grant Writer should have excellent research and communication skills. They should be able to clearly communicate in both written and verbal communication, especially in grant proposals, as this is their primary duty. This includes communicating with elected officials, department heads, other grant writers, decision makers, and citizens throughout Boise County

ESSENTIAL FUNCTIONS:

- Solicit input from the Boise County Board of Commissioners, other elected officials, and department heads, and other stake holders regarding grant priorities.
- Study and understand the history, structure, objectives, programs and financial needs of Boise County.
- Research grant opportunities from government and non-government agencies.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Submit proposals to grant coordinators for approval.
- Follow through with the grantor until the end of the grant process
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain positive relationships with county officials and department heads.
- Maintain records and submit reports related to grant opportunities.

REPORTING RELATIONSHIP: The Grant Writer reports directly to the Board of Boise County Commissioners.

NECESSARY SKILLS AND ABILITIES:

A grant writer candidate should have various skills and qualifications in order to be successful in their job. Here are some examples of grant writer preferred skills and qualifications:

- Bachelor's degree in English, communications, creative writing or a related area (master's degree preferred) but not required
- A minimum of two years' experience in grant writing
- Excellent knowledge of proposal submission and fundraising processes
- Ability to study and understand programs and funding requirements of Boise County
- Strong research skills and knowledge of information sources
- Multitasking, organizational and time management skills
- Ability to handle confidential matters with utmost integrity
- Working knowledge of computers

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the County reserves the right to change this job description and/or assign tasks for the employee to perform, as the County may deem appropriate.