

## Randall County, Texas Grant Writer Position

**Randall County** is seeking a dedicated and innovative Grant Writer to join our team. This position is critical in securing state and federal funding to support the county's various initiatives and projects. Randall County is strategically located in the Panhandle region, known for its rich history, vibrant communities, and proximity to the bustling City of Amarillo. The county is committed to enhancing the quality of life for its residents through innovative programs and projects. The ideal candidate will possess exceptional writing skills, a strong understanding of grant processes, and the ability to collaborate effectively with county departments and external stakeholders.

The Grant Writer will report directly to the Randall County Judge and will work closely with county departments to identify funding opportunities, develop grant proposals, and ensure compliance with all relevant laws and regulations. This role is vital in securing the financial resources necessary for Randall County to continue delivering high-quality services and improvements to our community. Key responsibilities may include; research and identify state and federal grant opportunities that align with Randall County's priorities and needs, develop comprehensive and persuasive grant proposals, applications, and supporting documents, collaborate with county departments to gather necessary data and information for grant applications and build and maintain relationships with funding agencies, grant officers, and other stakeholders.

A master's degree in public administration, regional planning, or a related field is preferred or bachelor's degree in public administration, nonprofit management, regional planning, or a related field, plus at least one year of experience in grant writing, grant management preferably in a governmental or nonprofit setting or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Randall County offers a competitive salary range of \$45,000 to \$60,000, commensurate with experience, along with a comprehensive benefits package that includes retirement and insurance. The Panhandle Regional Planning Commission is assisting Randall County with this search process. A full job description can be found at <http://theprpc.org/randall-county-grantwriter.pdf>. To apply for this position, please submit a cover letter, resume with references, salary history, and requirements to Alex Guerrero, LGS Director, Panhandle Regional Planning Council, 415 SW 8th, Amarillo, Texas 79105, or email the full document package to [aguerrero@theprpc.org](mailto:aguerrero@theprpc.org). For inquiries or questions, please contact Alex Guerrero at 806-372-3381 or via email at [aguerrero@theprpc.org](mailto:aguerrero@theprpc.org). The application deadline is open until the position is filled.

Randall County is an Equal Opportunity Employer and values diversity at all levels of its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

## **Job Description: Grant Writer**

**EEOC CATEGORY: Professional**

**FLSA: Non-Exempt**

**Pay Type: Salaried**

**Salary Range: \$45,000 to \$60,000 based on qualifications**

**Benefits: Retirement & Insurance**

### **SUMMARY OF POSITION**

Randall County is seeking a dedicated Grant Writer to secure state and federal funding opportunities and to perform complex planning, research, consultative, technical and program administration work. Responsibilities include researching grant opportunities, developing proposals, ensuring compliance with laws and regulations, and collaborating with county departments. This position offers competitive compensation and benefits and reports directly to the Randall County Judge with direct supervision from the Auditor. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under general supervision with considerable latitude for the use of initiative and independent judgment.

### **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Randall County Judge
2. Directs: Auditor supervises this position.
3. Other: Has regular contact with representatives of local, state, and federal government agencies; and works closely with department staff of Randall County, area elected officials, private firms, consultants, and the general public.

### **EXAMPLES OF WORK**

#### **Essential Duties\***

Research and identify state and federal grant opportunities that align with the County's priorities and initiatives.

Develop comprehensive grant proposals, applications, and supporting documentation in accordance with funder requirements and guidelines.

Collaborate with county-level departments to assess funding needs, prioritize projects, and gather relevant data and information for grant applications.

Ensure compliance with all applicable state and federal laws, regulations, and reporting requirements throughout the grant lifecycle.

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\* for the purpose of compliance with the Americans with Disabilities Act (ADA)

Maintain up-to-date knowledge of grant-related policies, trends, and best practices to inform grant-seeking strategies.

Cultivate and maintain relationships with funding agencies, grant officers, and other stakeholders to enhance grant-seeking efforts.

Coordinate with county departments to facilitate grant implementation, monitoring, and reporting processes, including tracking expenditures and outcomes.

Provide technical assistance and training to county staff on grant-related topics, including grant writing, management, and compliance.

Coordinates the acquisition of property for community development projects;

Works with and speaks to community and professional groups and the media regarding grant-related programs;

Serves as liaison to transportation stakeholders;

Promotes ongoing county-wide communication and cooperation on matters of mutual concern;

Transmits planning data to public and private organizations;

Assists with gathering and disseminating demographic and census information;

Attends conferences, seminars, and workshops as needed;

Makes presentations to the Randall County Commissioner's Court; and

Prepares special reports and plans, and carries out special projects as assigned by the Randall County Judge or Auditor.

#### Other Important Duties\*

Performs such other related duties as may be assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* local, state and federal laws and regulations relevant to program area; principles and practices of public administration, local government management, community development, and other community services administered by Randall County.

*Skill/Ability to:* identify specific community needs and develop responsive programs; interpret and communicate to others relevant state and federal rules, regulations, and guidelines; demonstrate proficiency in both oral and written communication; excellent research, analytical, and project management skills, with attention to detail and accuracy; ability to work independently and collaboratively, prioritize tasks, and meet deadlines in a fast-paced environment; proficiency in Microsoft Office Suite and grant management software; strong interpersonal and communication skills, with the ability to effectively engage and collaborate with diverse stakeholders and establish and maintain effective working relationships with officials in local, state, and federal agencies, Randall County staff, private firms and the general public.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

Master's degree in public administration, regional planning, or a related field is preferred.

or bachelor's degree in public administration, nonprofit management, regional planning, or a related field, plus at least one year of experience in grant writing, grant management preferably in a governmental or nonprofit setting;

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or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license or available alternate means of transportation.

Randall County is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

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