



## Grant Writer – Contractual Position

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<b>Department:</b>	Mental Health	<b>Job Status:</b>	Contractual (20 hours/week)
<b>FLSA Status:</b>	N/A	<b>Reports To:</b>	Executive Director
<b>Grade/Level:</b>	N/A	<b>Amount of Travel Required:</b>	TBD
<b>Work Schedule:</b>	N/A	<b>Positions Supervised:</b>	None

### POSITION SUMMARY

The McHenry County Mental Health Board (MCMHB) engages an Independent Contractor to furnish the following Grant writing services, including but not limited to research, development, and submission of grant applications for Board and local providers to expand and enhance services for the mentally ill, substance use disorder, or intellectual/developmentally disabled individuals that will work towards prevention, intervention, treatment, and recovery including diversion from the criminal justice system.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Research, develop, and submit grant applications that are tied to MCMHB Strategic Plan.
- Review and research national and state resources for new grant opportunities.
- Research best practices, and current publications on priority topics related to mental health, substance use disorder, and intellectual/developmental disabilities.
- Meet and strategize with staff and funded professionals on specific grant projects, across topics/agencies/systems and develop, refine, and write recommendations for local initiatives.
- Prepare narratives and work with staff and funded providers to structure their responses and background information to maximize the competitiveness of a grant proposal.
- Receive and coordinate awarded grant/project hand-off to relevant staff and funded community organizations.
- Manage and compile grant submission outcomes and final reports.
- Other duties as assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of mental health programming, recovery resources, and available community resources as it relates to grant writing and implementation.
- Knowledge of the local community and related systems
- Extensive knowledge on grant writing processes on both the state and federal levels.
- Skill in effective listening and communicating, problem-solving, leadership, and teamwork.
- Ability to communicate effectively, both orally and in writing.
- Ability to work with and maintain confidential information in an atmosphere of loyalty and trust.
- Ability to work independently and efficiently.
- Ability to establish and maintain effective working relationships.
- Ability to develop a working knowledge of the County's behavioral health and intellectual/developmental disability services and programs and community resources.

**REQUIRED QUALIFICATIONS:**

**Education:** Bachelor's degree required and Master's Degree preferred

**Experience:** Minimally 3 years of successful grant writing experience in at least one of the 3 disabilities we serve (Mental Illness, Substance Use Disorder, or Intellectual/Developmental Disabilities.)

**License:** Must possess a valid driver's license and certificate of current auto insurance.

**Computer Skills:** Proficient Microsoft Office skills

**Other Advanced Skills:** Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents and write editorials, journals, manuals, and critiques

