



Commonwealth Utilities Corporation



Job Vacancy Announcement

JVA No. 23-058

Opening Date: Monday, January 8, 2024

Closing Date: UNTIL FILLED

POSITION TITLE:	Grants Writer
DEPARTMENT:	Executive Director/Grants Office
LOCATION:	Saipan, Northern Marianas Islands, USA
ANNUAL SALARY:	\$37,756.00 to \$50,970.00 per annum, Exempt
CONTRACT:	Contracted
POSITION(S):	One (1)

The incumbent will be under the direct supervision of the Grants Administrator.

The Commonwealth Utilities Corporation (“CUC”) is seeking for a qualified Grants Writer who will be responsible to research on potential federal government agencies offering grants exclusively for utility-oriented project(s).

Duties:

- Writes, edits, and proofreads proposals in accordance with grantor standards and requirements and in-line with utility milestones.
- Works along-side Division Managers, Project Managers and/or Engineers in order to attain a comprehensive project proposal(s) meeting grant required standards.
- Maintains and tracks grant requests and reporting requirements.
- Maintains grant data and files regarding information about grantors, including contact information, requests for funding, reporting requirements, deadlines, and whether the requests are funded or not funded corresponding to existing funded or partially-funded projects.
- Corresponds with prospects and grantors, including following up to check on status of proposals and reporting back to them on their program investments.
- Coordinates with the Grants Administrator in response to questions concerning grant requirements and compliance.
- Prepares accurate and timely progress report(s) and regularly informs Grants Administrator of project status and any deviation from established timeline or goals and for Executive Director monthly reporting.
- Performs other duties of a similar nature and level as assigned.

Minimum Requirements:

Education: Associate’s Degree in Business Administration, Public Administration or directly related field and four (4) years of experience in grants or grants administration with a proven track record in securing new funding opportunities, comprehensive knowledge of research and the ability to distinguish and identify funding opportunities for special programs; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Proficiency in the applications of Microsoft software – Word, Excel, PowerPoint, and Outlook.

Knowledge of: Applicable Federal, Commonwealth and local laws, codes, regulations and/or ordinances; Program administration principles; Customer service principles; Mathematical concepts; Research methods; Database and records management principles; Modern office technology.

Skills in: Interpreting and applying applicable laws, codes, regulations and standards; Administering and monitoring programs, policies and processes; Coordinating the implementation of human resource services; Researching and analyzing program-related data and resource information; Providing customer service; Interpreting policies and providing relevant information and guidance; Prioritizing work in order to meet time-sensitive program deadlines; Tracking and auditing data, forms, records and documentation; Preparing reports, correspondence, and program support materials; Updating and maintaining information systems and confidential records; Coordinating and assisting with projects; Utilizing a computer and relevant software applications; Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others to sufficiently exchange or convey information and to receive work direction.

Abilities: Must have excellent writing and computer skills and database management skills; Must be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use independent judgment and produce quality work product within tight time constraints.

Licensing:

- Valid Driver's License with appropriate class.

All applicants may be tested and all applicants are subject to pre-employment drug test.

How to Apply: Submit a completed CUC Employment Application, resume, and applicable supporting documents to the CUC Human Resources office located on the 3rd Floor of the Joeten Dandan Building on Saipan, Monday through Friday 7:30 am – 4:30 pm (Except Legal Holidays). Applicants on the island of Tinian and Rota may submit their documents to their respective CUC Administration office. Application, resume and supporting documents can also be e-mailed to: employment.applications@cucgov.org.