



Looking for Work  
That Matters?

**We're Hiring!**  
Join Our Team.

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We are Accepting Applications for the Following Position:  
**Hourly Grants Writer (10306)**

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*Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.*

*Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit [dekalbpublichealth.com](http://dekalbpublichealth.com).*

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**POSTING DATE: 02/03/2025**

**APPLICATION DEADLINE: 02/17/2025**

**LOCATION: Richardson Health Center**

**DIVISION/DEPARTMENT: Administration**

**SALARY INFORMATION: \$32.00 Hourly / Pay Grade TPW / Job Code T4001**

**DUTIES:** The hourly Grants Writer will be responsible for researching, writing, and securing Federal, State, and local grant proposals. The hourly Grants Writer will possess grant writing experience that demonstrates a proven track record of securing new funding opportunities, including excellent research, writing, and verbal skills.

**Position Requirements – Essential**

- Researches and identifies funding proposals through federal, state, and local agencies, including private and public foundations
- Generates high-quality proposals, narratives, applications and supporting documentation in response to solicitations, consistent with the requirements of each funding source.
- Maintains responsibility for working with the Grants Manager to develop grant schedules and track grants application progress.
- Responsible for communicating with division, department, and program staff and working collaboratively to conceptualize new projects based on identified funding opportunities.
- Researches, writes, and submits letters of inquiry and works with divisions, departments, or programs to secure support letters.
- Becomes cognizant of regulations and other matters of compliance with all grants consistent with instruction or guidance from funding sources through FAQs, CFRs, email, webinars, and other types of communication.
- Remains up to date on current issues relative to the craft of grant proposal writing.
- Serves as liaison and interacts with federal, state, and local agencies to ensure that grant proposals comply with funder guidelines for grant proposal.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in English, journalism, communications, marketing or related areas from an accredited college or university AND three years of experience in grants writing, OR position equivalent.

**PREFERRED QUALIFICATIONS:** Three (3) to five (5) years of experience as a successful grant writer, with a proven record of securing major grants. Thorough knowledge of the grant application process, scoring criteria, and funding cycles. Exhibited success in writing and securing grants for projects and programs.

**NOTE:** Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

**Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.**

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

**ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN:** "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](#) If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: [jannise.gray1@dph.ga.gov](mailto:jannise.gray1@dph.ga.gov).

**DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.**