



<b>Job Posting</b>	<b>Internal Date Posted: February 2, 2012</b> <b>External Posting Date: February 2, 2012</b> <b>Closing Date: March 2, 2012</b>
<b>Position Title:</b>	<b>Grant Writer/Planning Analyst</b>
<b>Starting Salary:</b>	\$46,092 to \$57,595 annually (Level 213)
<b>Minimum Education:</b>	Bachelor's degree in Urban Planning, Public Policy, Economics or a related field.
<b>Minimum Experience:</b>	Minimum of five years grant writing experience
<b>Minimum Knowledge, Skills &amp; Abilities: (Partial List)</b>	<ul style="list-style-type: none"> <li>• Ability to read, analyze and interpret documents such as program manuals, operations plans, technical procedure manuals, various state and federal government regulations, professional journals and general business related periodicals and/or journals.</li> <li>• Strong written communication skills with the ability to write reports, business correspondence, and procedure manuals.</li> <li>• Strong oral communication skills with the ability to speak effectively, present information and respond to questions from groups of managers, clients and/or customers.</li> <li>• Ability to work with mathematical concepts such as probability and statistical inference. Also, have the ability to identify problems, collect data, establish facts and draw valid conclusions.</li> <li>• Experience in planning and evaluating supportive service needs and developing planning recommendations for system improvements to link job seekers to employment opportunities.</li> <li>• Track record of applying for and receiving competitive grants from government agencies and foundations.</li> <li>• Knowledge of PC applications including Windows, Microsoft Office software and Internet.</li> </ul>
<b>Duties: (Partial List)</b>	<ul style="list-style-type: none"> <li>• Assists in the preparation of plans, contracts or documents defining coordination and resource sharing between employment and training entities within Milwaukee County and the surrounding workforce areas and ensuring that workforce programs meet legislative regulations.</li> <li>• Reviews literature and solicitations identifying funds available through grant process from governmental agencies and private foundations to determine feasibility of developing programs to supplement current programs and develop new ones.</li> <li>• Creates a funding analysis briefing and presents to the appropriate directors the benefits in pursuing funding through a particular source.</li> <li>• Coordinates planning teams and writes grants by conferring with personnel affected by proposed programs to develop program goals and objectives, outlining how funds are to be used and explaining procedures necessary to obtain funding.</li> <li>• Solicits letters of support from legislators and follows up with the appropriate legislative arm.</li> <li>• Assists department personnel in writing periodic reports to comply with grant requirements. Maintains master files on grants.</li> <li>• Develops concepts, objectives, program designs and cost analysis for job-training programs related to various client groups and/or employer needs.</li> <li>• Develops interpretive presentations on Workforce programs or trends for staff, volunteers and community partners.</li> <li>• Assists Workforce Development managers in development, preparation, analysis and maintenance of various planning documents, which may include annual program plans, necessary plan revisions, grant applications, RFPs and evaluation reports.</li> <li>• Researches, analyzes, gathers and disseminates to appropriate Milwaukee WIB staff and management, program data, strategies and updated legislation using</li> </ul>

*Interviews may be conducted during the posting period.*

	<p>available media resources at Milwaukee WIB such as the Internet.</p> <ul style="list-style-type: none"> <li>• Facilitates and coordinates teams in the development of concepts, objectives and program designs for Milwaukee WIB funded Workforce Development services.</li> <li>• Analyzes Quality Assurance statistical data where appropriate in preparation or review of reports to be disseminated outside the Milwaukee WIB.</li> <li>• Analyzes and interprets statistics to reveal significant differences in relationships among sources of information, and prepares conclusions and forecasts based on data summaries.</li> <li>• Prepares graphs or charts of data or enters data into computer for analysis.</li> <li>• Develop, coordinate and implement key collaborations with community organizations.</li> <li>• Market new programs and concepts to Workforce Development programs and community partners.</li> <li>• Writes plan for data summarization from raw data collection.</li> <li>• Select vendors for project activities.</li> <li>• Maintains documentation of work on projects; keeps work in a state ready for knowledge sharing</li> <li>• Integrates and prepares data for client/project manager review and modification recommendations.</li> <li>• Collaborate with team to meet with internal departments to evaluate research needs, design the methodology, execute/gather, and provide actionable strategic market research results.</li> <li>• Coordinate with leaders to define the scope of work for assigned projects and develop statements of work, work breakdown structures, task estimates, and specific tasks and milestones to implement external or internal projects.</li> </ul>
<p><b>To Apply:</b></p>	<p>Send cover letter and resume, stating the position that you are applying for, to:</p> <p style="text-align: center;">Human Resources  Milwaukee Area Workforce Investment Board (MAWIB)  2342 N. 27th Street  Milwaukee, WI 53210  Fax: (414) 225-2375; E-Mail: <a href="mailto:hr.manager@milwaukeeewib.org">hr.manager@milwaukeeewib.org</a></p>

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