



## **Governor's Office for Children Position Description**

### **Communications and Grants Specialist**

Salary: Grade 18/ \$51,771 - \$60,147

The Governor's Office for Children operates under a vision that all of Maryland children, youth, and families will live and prosper in healthy, safe, and thriving communities. The Communications and Grants Specialist provides communications and grants expertise to support programs and initiatives that support the Governor's agenda to ensure the well-being of Maryland's children and families.

The **Communications and Grants Specialist** position requires proficiency in breaking down complex issues and communicating them effectively, in depth knowledge of and fluency in social media (including basics of blogging, general online publishing best practices, social networks, etc.), and the ability to handle multiple projects simultaneously. The position demands a high comfort level with ambiguity, cross-functional teamwork, and collaboration. This position may provide technical assistance and guidance to external stakeholders and represents the Office's mission, vision, goals, and policy positions at key committees, councils, and workgroups. The work of the Communications and Grants Specialist is fast paced, ever-changing, and requires a high degree of professionalism and intellectual rigor.

Duties include:

- Writing and coordinating communications (50%).
  - Drafting and distributing news releases, opinion pieces, letters to the editor, and other media materials.
  - Editing and proofreading all reports and materials drafted by policy analysts.
  - Managing social media presence on Twitter and Facebook.
  - Maintaining a blog for the Office.
  - Producing newsletters, annual report, brochures, special event materials, etc.
  - Keeping website current.
- Grant writing and reporting (40%)
  - Developing and writing grant proposals to foundations and other grant-making organizations, persuasively communicating the Office's mission and programs to potential funders.
  - Assembling and submitting grant requests, including letters, proposals, budgets, and presentations.
  - Conducting research on potential funding sources, and working closely with staff in developing and transforming ideas into grant proposals.
  - Coordinating project activities; preparing and processing letters and correspondence, presentation materials, and manuscripts.
  - Maintaining funding opportunity databases, activity tracking system, grant reports, and related funder materials.
- Providing technical assistance and guidance to the 24 Local Management Boards (5%)
  - Working in conjunction with the Chief of Policy and policy analysts to develop, coordinate, and implement a comprehensive technical assistance plan for the Local Management Boards.
  - Delivering training and technical assistance to the Local Management Boards.

- Representing the Office at various councils, workgroups, and conferences (5%).

Preferred Qualifications:

- Three to five years professional experience in communications and grant writing as well as outstanding editing skills.
- Bachelor's degree from an accredited college or university, including coursework in communications, political science, public policy, sociology, social work, psychology, or a related field.
- Superior attention to detail.
- Excellent written and verbal communication skills.
- Experience with communications, including drafting, editing and reviewing publications and reports.
- Experience with online media, including blogging, websites, Facebook, and Twitter.
- Must have a solid understanding of budgets as they relate to proposals and grants.
- Demonstrated ability to effectively present oral and written information and accurately respond to questions individually and in a group setting.
- Self-motivated with strong organizational skills, the ability to manage multiple tasks, and capable of prioritizing to effectively manage workload with minimal direct supervision.
- Proficiency in utilizing Microsoft Office and Google applications.
- Possession of a valid Maryland driver license with the ability to travel in-State with occasional overnight travel.

This is a special appointment. To apply, please submit your resume and cover letter to Kim Malat, [kim.malat@maryland.gov](mailto:kim.malat@maryland.gov) AND through the Governor's Appointments Office portal: <https://govapps.md.gov/appointments/apply/>. Submission through both is required to be considered for this position.