

Chatham County Courthouse
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**OFFICE OF THE DISTRICT ATTORNEY
FOR THE EASTERN JUDICIAL CIRCUIT OF GEORGIA
DISTRICT ATTORNEY SHALENA COOK JONES**

JOB POSTING

POSITION: GRANT WRITER
DEPARTMENT: Office of the District Attorney
SALARY RANGE: \$49,041 - \$64,033
APPLY BY: Until Positions is Filled

The District Attorney's Office of the Eastern Judicial Circuit has openings for dynamic forward-thinking Grant Writer. Candidates who meet the minimum requirements are welcome to apply.

Job Summary: Under the direction of the District Attorney, you will be responsible for researching grant opportunities, writing compelling grant proposals to acquire funding, and working with our leadership team to ensure we have enough capital each year. You will be responsible for developing relationships and collaborating with key stakeholders. Displaying adherence to the organization's mission and maintaining proficient knowledge of the organization's history and programs. Other duties may be assigned.

Minimum Qualifications: Associate's Degree in Business Administration, Management, or closely related field, Bachelor's Degree in preferred and at least (4 years) of grant writing experience, progressively responsible legal or executive administrative or office management experience. Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

To Apply: Email your resume and cover letter to daoemploymentapp@chathamcountv.org

Note: The District Attorney's Office is an Equal Opportunity Employer. All applicants will be considered for employment regardless of race, color, religion, age, sex, sexual orientation, genetic information, gender identity, national origin, medical, veteran or disability status.