



New Jersey Department of Military and Veterans Affairs

VACANCY ANNOUNCEMENT

Posting #: 52-21

Title: TES Grant Writer

Number of Vacancies: 2

Program: The Adjutant General Office (TAG)

Posting Period: From 5/21/21 To Open Until Filled

Salary: (Q88) \$45.00/Hour

Workweek: 10-25 Hours

Work Location: NJ Department of Military and Veterans Affairs, 101 Eggert Crossing Road, Lawrenceville, NJ

Scope of Eligibility: Applicants will be accepted from all New Jersey Department of Military and Veterans Affairs employees & Outside Applicants who meet the requirements listed below. Selection will be made from among the best qualified.

Job Description: Under supervision of the Grants Manager of the NJ Department of Military and Veterans Affairs (NJDMAVA) will perform complex technical duties for identifying and securing grants for the Department; works with Department Divisions and Project Managers in preparing grant applications for state, federal, and private submission, providing technical assistance to divisions and agencies for grant applications; is responsible for the management of assigned state, federal, and private grants within the Department and the development of methods and means to secure new funds for proposed programs; coordinates, gathers, compiles, assembles, analyzes and interprets data required for grant applications; conducts special studies and prepares reports regarding same; does other duties as required.

Requirements

Education: Graduation from an accredited college or university with a Bachelor's degree in a related field.

Preferred Experience: Experience writing grants for State Government, Veterans, and/or Military.

License: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: Pursuant to the "New Jersey First Act" N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at:

<https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-7038.

New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.