



Grant Writer/Administrator

Do you want to be a part of a growing company that offers a professional, yet flexible work environment? Then Cedar Corporation is looking for you! We are hiring a highly motivated, self-starter to provide Grant Writing/Administration services in our Green Bay office.

Our grant writers have the opportunity to work as a part of team and develop projects in local villages, cities, and towns. The best candidate will have the ability to meet with elected officials, staff, and community members and assist with determining funding sources to improve communities in Wisconsin. State agency coordination is critical and the ability to find funding best suited to each situation. You must have an outgoing personality, be organized, be detail-oriented, search for details in complex issues, and be able to present your findings in an easy to understand format that will bring grant award success. Once the grants are awarded, you will administer the program, monitor, and track progress, complete all financial and other paperwork, coordinate with state agencies, and handle any issues that may arise. The ideal candidate will possess 2-5 years of working experience in grant administration/writing.

Required Qualifications:

- Degree in Finance, Business, Economic Development, Planning, or English
- 5+ years' experience in writing or administering grants
- Experience in Economic Development practices
- Experience managing multiple projects simultaneously
- Time management and organizational skills a must
- Detail orientated and attention to detail

Preferred Qualifications:

- Effective oral and written communications skills
- Excel at working with numbers
- Ability to work well in a team environment

The position provides a competitive salary and excellent full benefit package.

Send cover letter and resume to:

Cedar Corporation
Attn: Ken Jaworski
1695 Bellevue Street
Green Bay, WI 54311
or careers@cedarcorp.com

An equal opportunity employer.



Cedar Corporation
Green Bay Office

Cedar Corporation is a professional services firm with disciplines in engineering, architecture, environmental, community planning, economic development, landscape architecture, and land surveying.

Founded in 1975, the company has grown in size to its present staff of 85. Our staff is dedicated to the principles on which the firm was developed: professionalism, state-of-the-art technology, and service to clients. We have continued to grow because of our commitment to comprehensive service and good communication with our clients.

To better serve our clients, Cedar Corporation has offices located in Menomonie, Green Bay, Madison, and Cedarburg, Wisconsin.



Corporate Office
Menomonie, Wisconsin