

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Grant Writer

FLSA: Exempt

GENERAL SUMMARY

Researches grant opportunities for the District and individual schools; coordinates the design, development, and administration of grant activities for the District. Reports to the Assistant Superintendent for Instruction and Superintendent

ESSENTIAL FUNCTIONS

Investigates all funding sources for the possibilities and opportunities for educational grants, entitlements, and allocations offered relevant to the needs of the District.

Coordinates all grant writing activities for the District. Works with designated committees and individuals to write grants.

Conducts staff development activities related to the process involved in the development and implementation of grants.

Manages all aspects of grants that the District receives and is responsible for all reports and paperwork for grants.

Prepares and distributes Public Service Announcements (PSA's) that explain important decisions and publicity articles for school District events and activities.

Coordinates, writes, and produces a variety of internal and external publications, newsletters, handbooks, catalogs, and brochures.

Disseminates and distributes to the media and appropriate personnel the actions and decisions taken by the District's Board of Trustees.

Facilitates the preparation of reports and other information for dissemination within the community as required by state and federal law. Provides assistance in developing technical reports and other documents as needed.

Serves as the District media contact and spokesperson in the event of an emergency or crisis situation.

Interacts with various business persons, District administrators and staff, students, parents, government officials and agencies, etc.

Operates general office equipment such as a computer, printer, copier, calculator, facsimile machine, typewriter, telephone system, etc.

Willingly performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Bachelor's Degree in public relations or journalism or a related field with experience in writing and managing grants. Strong written and oral communication skills required. Educational experience and proven track record of successful grant procurement is preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge:

Extensive knowledge of educational initiatives and grant writing procedures. Knowledge in the proper methods for development, implementation and control of financial resources and budgets. Knowledge of state and federal grant opportunities, and methods of grant submission. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to job requirements.

Skills/Effort:

Advanced management, organizational, human relations, communications and interpersonal skills. Ability to use and effectively apply independent judgment and discretion. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to plan, prepare and monitor grant writing activities. Ability to develop and maintain effective communications with school and District employees, immediate supervisor, media representatives, attorneys, and the general public as needed to collect data to support grant activity. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Must have the ability to operate general office equipment such as a computer, calculator, copier, etc.

Working Conditions:

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to fifty pounds. Local travel required and occasional overnight travel is required for grant workshops, seminars, training programs, etc. Requires ability to work under a degree of stress related to duties that require constant attention and meeting tight deadlines. Duties of the job require frequent use of a computer monitor and related equipment.

Responsibility:

Responsible for assigned budget(s).
No Supervisory responsibilities

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____
_____ Date: _____
_____ Date: _____