

## Grant Writer

The grant writer will obtain new grants and monitor usage of existing grants to maximize additional revenues to enhance programs. One benefit of this position is to relieve other staff of duties that far exceed their job descriptions, allowing them to concentrate more on their key positions, and at the same time increasing the time and effort available for focusing on revenue-enhancing activities.

### Qualifications:

- Bachelors or Masters Degree – related field
- Michigan K-12 experience – related position
- Grant writing experience
- Project management experience

### Job Duties:

Federal, state and local grants

- Work as coordinator of all grant activity, responding to inquiries from the district staff and investigating leads. Identify grants to be pursued, both from own research and from input from other staff.
- Work with other districts to form consortiums as needed.
- Write grants with input from district instructional staff.
- Work with business office on budgets.
- Review usage of grants:
  - a. Make sure the grant spending is for allowable costs.
  - b. Make sure the grants are spent within their time period.
  - c. Request reimbursements in a timely manner.
  - d. Assure all reports are filed in a timely manner.

Business Partnerships

- Coordinate efforts within the community to partner with businesses for donations, opportunities for our students to intern or experience certain careers, hold fundraisers at their businesses, or partner with our students in other ways.
- Investigate advertising opportunities that we could offer on district property.

Fundraising

- Monitor application and use of (School District) grants.
- Coordinate fundraising efforts district-wide
  - a. Notify all areas of district when any group has a fundraiser so that all can participate.
  - b. Coordinate certain fundraisers that are now just held at one location (i.e. (School in District) collects General Mills box tops – recently received \$200 for their school.)
  - c. Make sure all fundraisers are approved by the principal and registered with the district, with estimates of revenues and expenses
  - d. Monitor activity accounts, coordinating bank deposits and signing expense requests. Reconcile general ledger accounts with group sponsors.