

CLASSIFIED JOB DESCRIPTION

TITLE: Grant Writer

PRIMARY SUPERVISOR: Amy Gilkison.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree
2. Five years of successful experience in grant writing

KNOWLEDGE, SKILLS AND ABILITIES:

Must have good administrative skills and be detailed oriented; good communication skills; can work with a wide range of people; can express themselves easily; able to coordinate directly and supervise others; should be able to persuade or influence others; must understand about the operations of the organization; able to meet deadlines for grant writing projects.

PHYSICAL QUALIFICATIONS:

Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description

JOB GOAL

To seek out and write grant proposals for the purpose of bringing more funding into the district to reduce costs and enhance programs for the students in the system.

DUTIES OF THE GRANT WRITER:

1. Perform researches into grant making organizations
2. Writes applications that display meticulous grammar and spelling
3. Adhere guidelines given by the organizer or project leader
4. Analyze the feasibility of the project's budget
5. Writer will have to interview people in the organization and perform comprehensive research to complete the project given
6. The grant writer must have complete understanding of the program
7. When the proposal is done, the grant writer will keep in contact with the organization to check the progress
8. If requested the grant writer will have to submit progress report to organizations that has founded the program

DAYS OF EMPLOYMENT: Part-time

SALARY: Based upon the adopted salary schedule of the Newport Board of Education.

9/19/18