

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****COORDINATOR OF GRANTS, COMMUNICATIONS, AND
SPECIAL PROJECTS
(Confidential Employee)****JOB GOAL**

To write/coordinate submission of grant applications that result in raising funds for educational activities. Also, to assist with communications between the school district and the community-at-large and to provide information about the schools that will facilitate community support for the schools. To oversee special projects assigned by the Superintendent of Schools.

QUALIFICATIONS

1. College degree.
2. 2+ years grant writing experience for an educational organization preferred.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

Following instructions from the Superintendent, undertakes the functions as stated below:

1. Monitors organizations, foundations, and corporations posting Requests for Proposals for education.
2. Performs prospect research on Federal, State, foundation and private grants for validity and appropriateness to the school district.
3. Performs the full range of activities required to prepare, submit, and manage grant proposals.
4. Recommends grants to supervisors and faculty for which the District may be eligible.
5. Assists staff in grant applications; process, writing and submission.
6. Monitors and files reports as required by the grant giving institution on grants awarded.
7. Attends liaison meetings and qualification meetings as required by institutions.
8. Acts as liaison with grant-giving institution on all correspondence, compliance, and evaluations.
9. Develop, produce and distribute publications relative to Board goals.
10. Edit and distribute publications to ensure a full and complete understanding of various departments, efforts, and mandated requirements such as crisis drills by the Public Schools.
11. Update the homepage of the District's website with news and announcements on a regular basis.
12. Work with the District's technology team on the District's website with regard to community needs.
13. Protects students' confidentiality with the media.
14. Works with outside organizations with events that require assistance from the Public Schools, its Students, Staff and Volunteers.
15. Assist with special projects at the request of the Board of Education/Superintendent.
16. Surveys on various topics as directed.
17. Adheres to the policies, regulations and procedures of the Board of Education.
18. Performs other related duties which may be assigned by the Superintendent or required by law, code, and regulation/Board policy.

ESSENTIAL SKILLS/ABILITIES

1. Strong communication, teamwork and interpersonal skills; ability to speak clearly in all settings and to demonstrate the needs and benefits of donation and contribution.
2. Demonstrated knowledge of grant writing and fund development management.
3. Detail-oriented and professional.
4. Excellent written and verbal communication skills.
5. Proficient with Microsoft Office Suite, database management, online resources, social media platforms and other job-related technology.
6. Ability to work independently and reliably.
7. Ability to proofread and correct own work.
8. Ability to interact with people with great tact, poise and courtesy.
9. Ability to organize and prioritize tasks.
10. Ability to accept and follow verbal/written direction for complex projects/tasks and work through to a successful completion.
11. Regular attendance.
12. Prolonged periods sitting at a desk and working on a computer.
13. Ability to traverse school facilities and grounds.
14. Ability to lift up to 25 pounds at a time on occasion.

REPORTS TO

Superintendent or designee.

TERMS OF EMPLOYMENT

Twelve-month contract. Salary to be determined by the Board of Education.

EVALUATION

Performance of this job will be evaluated annually by the Superintendent or designee.

*This job description is subject to change at any time.

APPROVED BY:	Cumberland Regional Board of Education
DATED:	January 24, 2013
AMENDED:	August 25, 2022
AMENDED:	November 20, 2024