

HIGH BRIDGE BOARD OF EDUCATION JOB DESCRIPTION

GRANT COORDINATOR, FUND DEVELOPMENT MANAGER

TITLE: GRANT COORDINATOR, FUND DEVELOPMENT MANAGER

QUALIFICATIONS:

1. Demonstrated knowledge of grant writing and fund development management, preferably for an educational organization
2. Strong communication, teamwork and interpersonal skills; ability to speak clearly in all settings and to demonstrate the needs and benefits of donation and contribution
3. Excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent or designee

SUPERVISES: The district's grant-writing and fund-raising activities

JOB GOAL:

To coordinate grant writing activities within the district. To assist with communications between the school district and the community at large and to provide information about the schools which will facilitate community support for the district.

PERFORMANCE RESPONSIBILITIES:

1. Acts as a resource for lead grant writer.
2. Coordinates the preparation and distribution of information on grants and fund-raising for all school district publications and news releases. Responds to requests for public information about the district's grants and fund-raising activities, and can speak knowledgeably about the district's policies and programs.
3. Assists the Superintendent/CSA and the school board in setting objectives for the district's grant-writing and fund-raising efforts and provides input into the annual budget in consultation with school administrators. Attends and follows up on meetings to set priorities and to obtain grants.
4. Provides other assistance in implementing the funded programs, preparing and filing documentation, and fulfilling the grant requirements, as assigned.
5. Prepares any material necessary to comply with standard auditing practices. Compiles all paperwork that may be required in the filing, reporting and phasing out of any grant/fundraiser received. Ensures the accuracy of information included in paperwork.

6. Reconciles monthly grant/foundation status with the District Business Office.
7. Prepares accurate work effectively while under time pressure, uses independent judgment and produces a quality work product within tight time constraints.
8. Consults regularly with Curriculum coordinator(s), Department Heads, Principals and interested teachers to insure that any funds received are managed appropriately and in the best interests of the school district and comply with the approved school goals.
9. Maintains a list of grant opportunities and application deadlines. Keeps the Superintendent informed about grant opportunities.
10. Secures personnel within the district willing to undertake and participate in grant-funded programs and IDs programs that are suitable.
11. Maintains the confidentiality of sensitive information and documents. Coordinates the handling of information with the superintendent/CSA in order to maintain the privacy of confidential information.
12. Performs other related duties as may be assigned.

TERMS OF EMPLOYMENT:

Stipend and work year to be determined by the board.

ANNUAL EVALUATION:
State

Performance of this job will be evaluated annually in accordance with NJ law and the provisions of the board's policy on evaluations.

Approved by:

Date:

Revised:

Legal References:

<u>N.J.S.A.</u> 18A:67.1	Criminal history record
<u>N.J.S.A.</u> 18A:7A-11	Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills
<u>N.J.S.A.</u> 18A:161	Officers and employees
<u>N.J.S.A.</u> 18:162	Physical examinations; requirement
<u>N.J.A.C.</u> 6A:30	Evaluation of the performance of school districts
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations
<u>N.J.A.C.</u> 6A:32-14	State and federally mandated programs and services

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Manual for the Evaluation of Local School Districts

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.