

Aurora East School District 131
JOB DESCRIPTION

POSITION TITLE: Grant Writer

CLASSIFICATION: Tier IIA

TERM OF EMPLOYMENT: 12 months

IMMEDIATE SUPERVISOR: Grants Coordinator

EVALUATION PROCEDURES: Annually

QUALIFICATIONS:

1. Bachelor's Degree/ Master's Preferred from an accredited college or university.
2. Knowledge of the grants research, grant development processes, budgets, and online grant applications.
3. Grant and/or project management experience.
4. Minimum of three (3) years' experience in public education preferred.
5. Minimum five (5) years significant grant writing experience preferred with proven track record obtaining grants.
6. Excellent oral and written communication, interpersonal, and organizational skills with the ability to work as part of a team.
7. Proficiency in using Microsoft Office Suite.
8. Ability to coordinate efforts with other stakeholders and community organizations.

JOB DESCRIPTION / RESPONSIBILITIES:

1. Conduct funding research for federal, state, educational and foundation (non-profit) opportunities.
2. Review the grant applications and report to the Grant Coordinator on applicability and appropriateness.
3. Research additional grant-related requirements/responsibilities required to process the grants.
4. Prepare and submit applications to funders. Obtain all required documentation for support of grants
5. Track submissions, awards, and rejections.
6. Apply for \$4.2 million dollars in grant awards annually. Co-apply with other applicants, if necessary.
7. Monitor the district grant activities, conduct follow up and reporting once grants are awarded. Establish and maintain a comprehensive database for school district/building grants and projects.
8. Develop relationships with other grant writers.
9. Work on teams between the School Service Center and building administrators/staff who seek funding for program enhancement, curriculum/instruction, buildings/facilities, or professional development.
10. Establish a network of connections: individuals, foundations, and corporations for financial support.
11. Research and develop partnerships with external agencies.
12. Assist with planning, coordination, and execution of grant activities.
13. Perform any other duties as assigned by the Grant Coordinator or designee.