



## Grant Coordinator Job Description

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**Job Title:** Grant Coordinator

**Reports to:** Assistant Superintendent of Curriculum, Instruction & Assessment

**Dept/School:** Curriculum & Instruction

### **Primary Purpose:**

To write, manage, and monitor compliance for grants the Pine Tree ISD.

### **Qualifications:**

#### **Education/Certification:**

Bachelor's degree, preferred areas of concentration: English, Technical Writing, or Educational Leadership

Grant Professional Certification, preferred

#### **Special Knowledge/Skills:**

Proof reading, editing, copy writing, and grant writing

Exceptional attention to detail

Knowledge of sound practices and standards of the grant process

Excellent written and interpersonal communication skills

Ability to manage multiple projects

Effective communication through a variety of modalities

Ability to work independently with minimal supervision

Knowledge of working with non-profit/governmental agencies

#### **Experience:**

Two years experience in education, technical writing, or journalism.

### **Major Responsibilities and Duties:**

#### **Employment**

1. Research and maintain updated information regarding a variety of external funding sources including, but not limited to the following types of grants: formula, competitive, federal, state, public, and/or private
2. Assist leaders and staff to identify relevant funding opportunities in a timely manner
3. Guide and facilitate staff meetings in the development and preparation of grant applications
4. Complete and submit grant proposals and corresponding renewals in conjunction with administrators for application compliance
5. Purposefully interact with donors and funding sources



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6. Work collaboratively with all local, state, and national agencies
7. Collaborate with staff to create grant applications relevant to the District's goals and strategic plan
8. Attend meetings to understand direction of District to align with grant opportunities
9. Attend professional development and trainings to remain current on grant regulations
10. Ensure that grant funded activities comply with all program guidelines
11. Assist with follow up grant activities to ensure funding compliance
12. Develop and monitor timelines and benchmarks for funding compliance and reporting
13. Serve as the point of contact for all grant applications
14. Report grant writing, funding, and status to the Board of Trustees annually
15. Maintain emotional control under stress
16. Secure funding for 50% of the position's salary through grant writing opportunities within three academic years
17. Other duties as assigned

### **Supervisory Responsibilities:**

None

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

Infrequent districtwide travel

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_