

**WINSLOW TOWNSHIP SCHOOL DISTRICT
JOB DESCRIPTION**

GRANT WRITER

QUALIFICATIONS:

- Demonstrated experience in writing and securing grants.
- Proven experience in the coordination of grant funding in a public/private organization.
- Personal and professional integrity, strong oral and written communication skills.
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Superintendent

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Under the direction of the Superintendent/designee, develop the methods and means to secure new funds for proposed programs.
2. Prepare specific project applications for grant resources.
3. Provide technical assistance to department entities for grant applications.

TERMS OF EMPLOYMENT: This is a part- time position (twelve months).

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 12/21/2016
Revised: 2/24/2021