

# Grant Manager



**Purpose:** To ensure grant requirements are met

**Prerequisite/Requirement:** Previous experience managing grants very helpful

## **Job Responsibilities**

- Work with Grant Writing Coordinator, Executive Board, and OSS teachers to execute grants awarded to OSS.
- Coordinate volunteer efforts with grant partners and OSS parent community to manage grant programs
- Document and record grant program activities and work with Grant Writing Coordinator to report activities to funding authorities.
- Track grant expenses for the funder and OSS treasurer.
- Publicize grant activities with local press.

**Financial Responsibility:** None

**Hours recording procedure:** Hours may be accumulated within 10 months  
(September to June)

**Hours earned:** Hour for hour up to 20 hours. (Additional hours may be requested from the board.)

**Reports to:** Grant Writer/Researcher

**Selection Process:** Elected by General Membership

**Term:** July 1 to June 30

Candidates

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**Revised 5/15**