

Grant Writer/Researcher



Purpose: To find and write grants for the school.

Prerequisite/Requirement: Ability to compile and analyze data. Grant research and writing experience extremely helpful for this position.

Job Responsibilities

- Research grant opportunities applicable to OSS.
- Work closely with Fundraising Manager.
- Provide reports to and obtain approval from PTO Board.
- Write grant proposals.
- Assist Grant Manager in following all grant guidelines.

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 approved by PTO Board.

Reports to: PTO President

Selection Process: Elected by General Membership

Term: July 1 to June 30

Candidates

Revised 4/20