

## Job Description

**Title: Grant Writer & Mentoring Specialist**

**Reports to: Associate Superintendent of Educational Services**

**General Summary:** This position is responsible for identification, application support and reporting of grants as well as coordination and logistical support of mentoring initiatives. This position is a full-time, non-certificated salaried professional-technical position.

### Essential Functions:

1. Grant Writer (50%)
  - a. Researches, identifies, communicates, and provides support to building staff members on available grants which could support Building Site Plans.
  - b. Researches, identifies, communicates, and provides support to district staff members on available grants which could support District initiatives..
  - c. Monitors approved grants and budgetary expenditures and prepares appropriate reports.
  - d. Assists Millard Public Schools Foundation by administering and monitoring grants and compiling Foundation grant reporting.
2. Mentoring Specialist (45%)
  - a. Coordinates and provides logistical support for District mentoring initiatives (e.g. Watch DOGS, All Pro Dads, Success Mentors).
  - b. Serves as the District TeamMates Coordinator.
  - c. Fulfills all training, reporting and coordination requirements of the TeamMates organization.
  - d. Collaborates with Millard TeamMates Chapter Board by assisting with Board agendas, attending Board meetings, assisting the Board in meeting Chapter goals, and coordinates the TeamMates of Millard Scholarships.
  - e. Coordinates Mentee and Mentor Matching Process and provides mentor/mentee support.
  - f. Ensures accurate and updated records in the TeamMates data system and provides accurate data to district and regional offices about the program.
3. Participates in meetings as requested, reacts to change productively, and performs other duties as assigned. (5%)

**Length of Contract:** 12 Month

**Salary Range:** \$48,894- \$71,111.

**Qualifications:**

1. Education Level: Bachelor’s degree in business, education, public administration, youth services, human development or related field.
2. Certification or Licensure: None
3. Experience desired: Background or experience in fundraising, grant writing, and resource development preferred. Previous experience in mentoring programs or education. Experience working with youth and volunteers. A minimum of two years experience working in the public sector.  
  
Demonstrated success in working with community-based organizations.
4. Other requirements:
  - Strong written and oral communication skills.
  - Excellent computer skills including experience with MS Office tools, E-mail, Google applications and the Internet while having the initiative to learn other programs.
  - Ability to establish and maintain cooperative working relationships with staff, parents, students, and community members.

<b>Special Requirements:</b>	Occasional 1-32%	Frequently 33-66%	Constant 67% +
1. Standing	x		
2. Walking		x	
3. Sitting		x	
4. Lifting <u>20</u> lb maximum	x		
5. Carrying <u>50</u> feet	x		
6. Pushing/pulling <u>20</u> lbs of force	x		
7. Climbing/Balancing	x		
8. Stooping/Kneeling/Crouching/Crawling	x		.
9. Reaching/Handling	x		
10. Speaking/Hearing			x
11. Seeing/Depth Perception/Color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and Superintendent.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Millard Public Schools Revised: 05-01-20