



BENJAMIN FRANKLIN HIGH SCHOOL

AT THE KATHERINE JOHNSON CAMPUS

Job Title	Grant Writer
Department	Administration
Supervisory Reporting	Development Director
Job Type	Contract-Temporary-Part-Time-12-month position

Supervisor of	N/A
Works closely with	Administrative Team

Board Committee Liaison	NA
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Professional Expectations

- Professional growth - show initiative in increasing present skills and learning new ones.
- Dependability - on time and on task throughout the day, and complete tasks in a timely manner.
- Cooperativeness - positive attitude with others; cooperative and helpful with co-workers; foster an open and trusting work environment.
- Professionalism - maintain appropriate boundaries with students; dress appropriately; maintain confidentiality; use appropriate channels of communication to express concerns; accept responsibility.
- Adaptability - accept and apply constructive feedback; demonstrate flexibility to meet new needs or challenges, and to incorporate new ideas; suggest better ways to do things.
- Communication skills - respond in a timely manner to phone and email messages; communicate effectively with staff, students, and parents; listen carefully and ask questions when needed; clear and accurate verbal and written communication.
- Decision making/problem solving - make sound and timely decisions by analyzing facts; reach logical conclusions by use of foresight and planning; independent, but seek help from the right source when appropriate; prompt response to safety and security concerns.
- Commitment to Diversity, Equity, and Inclusion - demonstrate in personal actions and decision making, and in interactions with colleagues and students, the ability to create, promote, and maintain a safe and positive environment for all students and employees, regardless of race, religion, religious belief, sexual orientation, gender or gender identity, and socio-economic status; call out violations of the DEI policy when encountered.
- Service to Franklin - act as an ambassador in any setting, supporting both the school's mission and handbooks; support students in both the context of the job and involvement in their extra-curricular and co-curricular activities.

Job Specific Expectations

- Lead grant proposal development and submission—prepare and organize materials for proposals, and submit and monitor grant applications
- Draft proposals/LOIs, grant application narratives, and budgets and collaborate to finalize with development, program and, finance staff; and the CEO
- Submit grant applications
- Maintain master calendar of grants and prospects; maintain required files and correspondence for all grants
- Maintain library of grant support documents including resumes, bios, IRS forms, and board/staff diversity list
- Execute thank you letters and facilitating grant contracts/agreements
- Ensure acknowledgement of funders/investors via website, e-newsletter, and social media
- Work with Development Director and CFO to maintain grant compliance and reporting, including outcome measurement and grant budgets including:
 - Monitor and maintain funder reporting schedules and requirements
 - Assist in drafting compelling progress reports and targeted program updates to funders that fully capture programmatic success
 - Assemble all necessary supporting materials and documents including but not limited to budget reports, outcome measurements, success stories, etc; submit reports to funders
- Perform other duties as assigned

Physical Requirements

Using hands and fingers: operating a computer, keyboard, and telephone

Vision: Close vision for computer work

Other movements: frequent walking, sitting, standing, bending, stooping, crouching; often lifting objects under 35lbs;

Normal setting for job is an office/school setting

I have read and understand the above job duties and responsibilities as **Grant Writer** as described in the job description. I am able to perform all of the essential functions of the position with or without reasonable accommodation. I understand that my job duties may change on a temporary or regular basis according to the needs of the school without being specifically included in the job description. I further understand that future performance evaluations and merit increases are based on my ability to perform the duties and responsibilities outlined in this job description.

Employee Name Printed: _____

Employee Signature: _____ **Date:** _____

Benjamin Franklin High School does not discriminate on the basis of sex, race, color, religion, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, genetic information, marital status, or association with a protected individual. The School offers a competitive salary & benefits package.