

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 are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

Hours earned: 20 (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

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Revised 5/23