

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 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 requested from the Board.)

Reports to: Grant Writer/Researcher

Selection Process: Elected by General Membership

Term: July 1 to June 30

Revised 5/24