

# 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 is 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

**Revised 5/24**