



Highland Community School Job Description

Position: Grant Coordinator

Reports to: Director of Community Resources

General Description:

The Grant Coordinator will lead the identifying, writing, securing and management of all aspects of grant funding cycle. Highland Community School relies in part on private, foundation and corporate grants to fund school programming and provide our students, families and staff with a progressive, rigorous, Montessori education. More recently, funding has also supported our growth to a new facility, allowing us to offer our unique model to twice as many students. As we grow as an organization, we are also looking to grow in our development capacity, with ambitious goals to significantly increase our funds raised over the next three years. The Grant Coordinator understands and promotes the school's mission, vision, values, and key goals both within and outside of the immediate school community.

Essential Duties and Responsibilities:

- Serves as the primary grant writer and administrator.
- Researches and works with the Director of Community Relations and Development Committee to determine the foundation targets for annual giving and special projects.
- Maintains a tracking document of foundation work completed and in progress.
- Meets with foundation program officers as needed.
- Creates and updates core proposals.
- Prepares, submits, tracks, and manages grant proposals to foundations and corporations.
- Works with internal shareholders to ensure that the projects are being completed in the timeline represented in the grant agreement.
- Collects outcome data.
- Completes reports as required for awarded grants.
- Maintains confidentiality.
- Completes all assigned job duties aligning with expectations set forth within the Highland Employee Handbook, Parent Handbooks, and the Charter Contract between Highland Community School and Milwaukee Public Schools. He or she will perform related work as required.

Qualifications:

- BA/BS or GED with 4 years of experience are required.
- 3-5 years of progressively responsible grant experience, with a proven track record of increasing funding capacity for an operating budget as well as special projects.

- Experience grant writing in an education-related organization preferred.
- Excellent writer; able to craft a concise and compelling case for HCS.
- Success identifying, writing, and securing grants.
- Excellent interpersonal skills; can build relationships and communicate across a broad range of stakeholders.
- Ability to multi-task and manage complex projects, self-directed initiative-taker, team player with a positive attitude.

Schedule/Compensation:

This is a year-round, part-time position at 16-20 hours per week. The annual salary range is \$18,000-22,500. Compensation is commensurate with experience.

Application Process:

This position is available immediately and applications will be reviewed upon receipt. To apply please email your cover letter and resume to Michaela Lewellyn Humpal, Director of Community Resources, at mhumpal@hcsmkc.org.

Applications received before 8/1/2018 will be given priority.

Phone interviews and in-person interviews will start in early August.