



Notice of Job Vacancy #24-098

Posting Date: March 27, 2024

Position: Grant Writer serving Monongalia County Schools

Employment Term: Part-time / "as needed" from July 1, 2024 – June 30, 2025

Salary: \$35.00 per hour - NTE 1000 hours

Qualifications:

- Bachelor's degree in a relevant field.
- Experience in curriculum development and technology instruction.
- Proven experience in grant writing and securing funding from government agencies, foundations, and other sources.
- Strong writing, editing, and proofreading skills, with the ability to craft clear, compelling narratives.
- Excellent research skills, with the ability to gather and synthesize information from diverse sources.
- Proficiency in Microsoft Office Suite and grant management software.
- Ability to work independently and manage multiple deadlines simultaneously.
- Strong interpersonal and communication skills, with the ability to collaborate effectively with colleagues and external partners.
- Knowledge of nonprofit fundraising principles and best practices.

Job Description: The Grant Writer will be responsible for identifying grant opportunities, developing proposals, and managing the grant application process. The ideal candidate will have excellent writing skills, strong attention to detail, and the ability to work independently and collaboratively to meet deadlines. Additionally, the candidate will organize and lead professional development opportunities specifically tailored to educators, focusing on enhancing their grant writing skills and expertise. Limited pre-approved travel may be necessary. Travel reimbursement will be provided.

Position Responsibilities:

- Research potential grant opportunities from government agencies, foundations, and other funding sources.
- Develop grant proposals, including writing compelling narratives, budgets, and supporting documents.
- Coordinate with program staff to gather information and data necessary for grant applications.
- Manage the grant application process, including submitting applications and tracking deadlines.
- Maintain a calendar of grant deadlines and report on the status of grant applications.
- Cultivate relationships with grant-making organizations and funders.
- Collaborate with the development team to integrate grant writing with overall fundraising strategies.
- Develop and facilitate professional development training sessions for teachers on grant writing techniques, strategies, and best practices.
- Provide ongoing support and mentorship to teachers who participate in grant writing training, including individualized feedback and guidance.
- Coordinate follow-up communications with training attendees to provide resources, answer questions, and offer additional support as needed.
- Perform other reasonable duties as assigned by the immediate supervisor or designee.

Reports To: Monongalia County Schools Coordinator of Student Programs and Community Resources; EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Anticipated Start Date: July 1, 2024

Application Process: Candidates may make application one of the following ways:

Online application can be made online via Teach-In West Virginia Application System.

[Use this link to go to the online application system.](#)

Hard copy EPIC application can be downloaded from the EPIC website.

[Use this link to access the EPIC hard copy application.](#)

Once the hard copy application is complete:

Email to Shannon Johnson at sdjohnson@wvesc.org

Fax to 304-267-3599 Attention: Human Resources

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

This job posting will remain open until filled or no longer needed.