

Coordinator of Grants, Communication and Sponsorship

PERFORMANCE RESPONSIBILITIES:

1. Develop and maintain the district's social media platforms.
2. Post content on social media platforms on a daily, weekly, and monthly basis.
3. Promote the work done across the district through social media, press releases, articles, and website updates.
4. Create and distribute monthly press releases.
5. Work cooperatively with district and school-based personnel in the preparation, evaluation and submission of grant applications.
6. Provide technical assistance to school personnel in the identification of funding opportunities and the grant writing process.
7. Prepares and distributes communications to all schools and centers with funding updates and opportunities.
8. Aligns program activities with grant program and district goals and objectives.
9. Develops overall grant program implementation timelines.
10. Manages budgets and monitors expenditures for compliance with grant requirements
11. Coordinates and assists with grant program evaluation.
12. Organize, coordinate and administer all aspects of the community school programs.
13. Develop, plan, recruit staff and schedules for community based enrichment and summer programs.
14. Publicize all community school programs (including summer programs) and events by developing brochures and distributing offerings through various forms of media.
15. Coordinate with the facility use secretaries when scheduling room and building use.
16. Solicit business sponsorships to support school based programs
17. Assist in the writing/development of administrative reports, presentations and other information.
18. Prepares and disseminates public release of information during crisis or during weather related school closings.
19. Maintains excellent relations with students, principals, teachers, parents, staff, and others to unify efforts of all concerned.
20. Develop, plan, and implement (upon administrative and Board of Education approval) community collaborations with businesses, nonprofits, and foundations.
21. Participates in internal and external organizations, boards, and committees as requested and authorized by appropriate management directives and specific authorities.

Employment Category: Unaffiliated

Term: Twelve (12) position

Salary: \$70,000 - \$80,000 annually

2025 POSTING