**Position: High School Grant Writer and Scholarship Researcher**

**Reports to: Principal through Development Director and Director of Guidance and Counseling**

**FLSA Status: Exempt**

**Date Prepared: May 14, 2013**

**PURPOSE**

The High School Grant Writer and Scholarship Researcher of St. Brendan High School writes and submits grant proposals to third party entities to fund school projects, operations, and programs; as well as researches and secures scholarship opportunities for St Brendan High School students. The individual reports to the Principal through the Development Director and the Director of Guidance and Counseling and works closely with school leaders and staff such as Guidance Counselors, Finance Director and Public Relations Director.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

* Upholds and models a moral code which is consistent with the teaching of the Roman Catholic Church.
* Generate leads on sources of discretionary grant monies that support school operations, activities, programs, and projects:
* Research and compile information on federal and state sources of grants.
* Research and compile information on foundations, corporations and other entities that provide or could be persuaded to provide funding.
* Write persuasive proposals for grants with specified goals, objectives, time frames, and measurements.
* Work with the development and public relations teams to support best promotion of programs and the school in the presentation of grant solicitation packages.
* Create and develop process that begins with a formal needs assessment. Work with other school personnel to turn data from needs assessments into requests for proposals.
* Solicit parent volunteers or others to assist in the proposal development and writing. Provide technical assistance and oversight.
* Works to keep projects within scope and communicates ongoing status of all research and proposals with Principal through the Development Director and Director of Guidance and Counseling.
* Comply with requirements attached to awarded grants in preparing reports on completion of programs and disbursement of monies and other conditions attached to the grants.
* Maintain records for auditing purposes.
* Acts as liaison between colleges/universities and the St Brendan High School in regards to student scholarships.
* Counsels and assists students and parents as they gather necessary information and evaluate available resources in order to make decisions regarding high school and college scholarship opportunities.
* Provides students and parents with current information regarding scholarships and financial aid.
* Reports any pertinent information to the proper authorities in cases of child endangerment, neglect, abuse or other safe environment violations.
* Participates in professional development opportunities such as workshops, seminars, meetings, etc., to update skills
* Generate leads on and build relationships with potential employers for the purpose of creating internships and job opportunities for students.
* Provides information to teachers, coaches and others on assisting students and graduating students identify job opportunities.
* Other duties as assigned by the principal.

**SUPERVISORY RESPONSIBILITIES: None**

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience**

* Master’s degree in Guidance and Counseling from an accredited college or university.
* Certification in Guidance and Counseling through the State of Florida.
* Must be a practicing Catholic
* 2 years’ experience in secondary guidance counseling

**Language Skills**

Good oral and written English-language communication skills

**Other Knowledge, Skills, Abilities**

* Knowledge of grant writing
* Knowledge of Florida Education Finance Program and other counseling service funding programs and practices
* Excellent written and visual communication skills.
* Demonstrated history of maintaining confidentiality concerning school matters
* Demonstrated ability to listen to and understand information and ideas presented through spoken words and sentences and non-verbal signals.
* Demonstrated ability to maintain composure and control emotions and guard words and actions in challenging situations.
* Excellent interpersonal relationship skills, including ability to maintain focus on and professionalism with people in challenging situations, both in person and by phone
* Good computer literacy, including ability to navigate online applications and search engines effectively
* Proficiency in MS Outlook, Word, Excel, and PowerPoint are required
* Good spelling and grammar required
* Knowledge of fundamentals of project management preferred.
* Good time management, including ability to manage several projects at the same time
* Must be supportive of the mission and tenets of the Roman Catholic Church
* Must have a professional demeanor

**COMPETENCIES**

**Decision-Making**: Selecting and taking the best course of action after comprehensively analyzing situations, problems, opportunities, strengths and weaknesses, and potential outcomes. Understanding potential consequences and choosing courses of action consistent with Church teachings.

**Presentation**: Presenting ideas effectively to individuals or groups when given time to prepare; delivering presentations suited to the characteristics and needs of the audience.

**Obtaining Commitment**: Using adaptive leadership / interpersonal styles and techniques to gain acceptance of ideas or proposals

**Managing Diversity**: Valuing and maximizing the potential of the talents, skills, and ideas of people of diverse cultural heritage and cognitive capabilities.

**Building Partnerships**: Developing and building strategic, collaborative relationships to facilitate the accomplishment of goals and objectives

**Coaching and Developing Others**: Giving specific feedback to others for both affirmation and improvement to help others reinforce and develop specific knowledge/skill areas needed to perform tasks, interact well with others, or solve a problem.

**Communication**: Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.

**Continuous Improvement**: Taking initiative to improve processes, programs, situations, etc. Using a methodological approach to design, develop, implement and evaluate solutions

**Continuous Learning**: Seeking new opportunities for learning and remaining current on technologies, ideas, methodologies and other relevant disciplines, and applying learning on the job.

**Collaboration:** Working effectively and cooperatively with others, asking clarifying questions for the purpose of achieving common objectives. Building and maintaining good working relationships with coworkers

**Developing and Building Teams:** Encouraging and building mutual trust, respect, and cooperation among team members.

**Evaluating information:** Using relevant information and individual judgment to determine whether events or processes comply with regulations, laws and/or standards.

**Inductive Reasoning/Problem Sensitivity:** Sensitive to observation and identification of issues presenting out-of-the-norm and that may be indicative of problems needing to be addressed.

**Innovation**: Generating new ideas for programs, development, activities, or technology to help enhance learning and other goals.

**Resolving Conflicts:** Identifying and monitoring escalation of differences and selecting coaching, mediation or direct action to resolve the conflict with minimal damage.

**Work Standards:** Set expectation of high performance standards and hold oneself and others accountable for accurate and timely completion of tasks and projects.

**Critical Thinking Skills:** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Judgment:** Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Must be able to work in an office environment and sitting for long periods of time at a computer workstation.
* Must have visual acuity needed to read and view computer screen for extended periods of time.
* May be exposed to conflict and explosive behavior with potential for physical harm
* Must be available on-call as needed for school matters.

**DISCLAIMER**

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.