

JOB OPENING

BRIDGEPORT PUBLIC SCHOOLS

45 Lyon Terrace, Suite 310
Bridgeport, CT 06604

Carole Pannozzo

Executive Director of Human Resources
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GRANT WRITER

PRIMARY RESPONSIBILITY:

The primary responsibility of the Grant Writer will be the preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities.

RESPONSIBILITIES:

- Responsible for conducting the full range of activities required to prepare, submit and manage grant proposals to public and private sources.
- Identifies new competitive funding sources in order to increase grant funding and expand services to Bridgeport Public Schools' students.
- Performs prospect research on local, state and federal grant sources as well as foundations and corporations in order to evaluate prospects for new grant proposals.
- Collaborates with School District staff at all levels in order to develop grant proposals and gather information necessary to generate grant submissions.
- Collects, analyzes and reports data on the performance of program activities that are funded by public and private grant sources.
- Serves as a liaison for the School District to all funding agencies and organizations.
- Maintains current records, including grant tracking and reporting and completes reports as necessary for public and private funders.
- Designs and provides professional development for School District personnel in effective grant writing techniques.
- Serves as a resource for School District personnel in the development and implementation of grant funding.
- Performs other duties as assigned by the Director of Public and Private Grant Funds.

REQUIREMENTS:

- A bachelor's degree is required as well of at least three years successful experience with grant writing.
- Demonstrated experience with proposal writing.
- Strong written communication skills, ability to write clear, structured, articulate and persuasive proposals.
- Strong editing skills with an attention to detail.
- Demonstrated experience working in a deadline-driven environment.
- Demonstrated knowledge and familiarity with research techniques.
- Demonstrated ability to lead teams.
- Demonstrated managerial skills to include delegation, effective decision-making, interpersonal relationship skills and problem solving skills.
- Ability to work flexible hours.
- Ability to collaborate with the entire school-community in order to effect school improvement.

The salary for this position is \$70,000 with a comprehensive fringe benefits package. If interested in applying, please send a letter of intent, resume and official transcripts to Human Resources. This posting will remain open for application until filled.

“The Bridgeport Board of Education in an affirmative Action/Equal Opportunity Employer.”

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