

GRANT WRITER

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
Grant Writer	Part-Time Up to 5 days/week (M-F) Maximum of 25 hours per week	Until Filled	As Soon As Possible	To Be Determined	Must obtain an Educator State ID and be enrolled in the Rap Back system.

If you have questions regarding the position and/or building assignment, please contact Dr. Rick Smith, Superintendent at:

rsmith@mresc.org

To apply, please complete and submit an application by clicking the application link below. You may also upload any additional documentation (for example: resume, cover letter, licensure, etc.) during the application process.

[MRESC Application](#)

Please read below for a full job description for this position.

Title: GRANT WRITER

Reports to: Superintendent

Job Objectives: Research, write, monitor/collect data and file reporting for grants as appropriate in support of the activities of the center and our districts. Recognize each contact with the public as an opportunity to promote a positive impression of the educational service center.

Minimum

Qualifications:

- Experience with local, state and federal grants.
- A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and/or the Federal Bureau of Investigation.
- Experience in education and a Gifted Endorsement preferred.

**Responsibilities
and Essential
Functions:**

The following skills and duties are representative of performance expectations.

A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Uphold board policies. Enforce all local, state, and Federal laws, rules, and regulations.
- Serve on assigned committees.
- Research and apply for local, state and federal grants that would benefit the MRESC educational programs.
- Monitor all grants throughout the grant period and complete all mandatory reporting for the grants.
- Collect all data required for the grants.
- Work collaboratively with the Treasurer on grant applications, budgets and reporting requirements for all grants.
- Oversee the preparation, maintenance, and confidentiality of complete and accurate grant related records required by law, board policy, and/or administrative directive. Protect the confidentiality of privileged information.
- Works with superintendent and other directors to develop grant applications and innovative programs for client organizations.
- Contact and respond to all local, state and federal grantors.
- Display personal integrity, impartiality, respect, and courtesy.
- Complete all trainings required by the employer.
- Perform other specific job-related duties as directed.

**Abilities
Required:**

- Demonstrating professionalism and exemplary personal conduct.
- Demonstrating leadership skills and the ability to advance the change process.
- Skillfully managing individual, group, and organizational interactions.
- Displaying enthusiasm for education and articulating a vision for the educational service center.
- Delivering and maintaining a positive work environment.
- Expressing ideas effectively using verbal and writing skills.
- Using interpersonal skills to promote a favorable image of the educational service center.
- Communicating an understanding of policies, programs, and goals to employees and the public.
- Making critical judgments and performing complex tasks independently.
- Organizing and managing time effectively. Reacting productively to interruptions and changing conditions.
- Displaying patience and flexibility with all individuals.
- Developing, monitoring, and revising budgets. Analyzing cost information. Preparing and maintaining financial records.
- Ability to travel to meetings and work assignments.
- Employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the Center.

**Working
Conditions:**

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens.
- Interaction with agitated or upset individuals.
- Interaction with disruptive or unruly students.
- Duties may require operating and/or riding in a vehicle.
- Duties may require extended time using a computer terminal and keyboard.
- Duties require considerable telephone contact and paperwork.
- Duties require working under stress to meet schedules and deadlines.
- Duties may require working during the evening and/or weekend.