

Name: Grant Manager

Posting Start Date: 8/25/2024

Location: Lowell High School

Posting End Date: 9/8/2024

Positions Available: One (1)

Overview:

Reports to: Head of School or designee

Salary: \$8,000 per school year

Effective Date of Employment: 24/25 school year

Mission Statement for Grant Manager

LHS' Portrait of a Graduate is a vision of the competencies that LPS graduates need in order to thrive as learners, workers, and leaders in the 21st century. Through a continued grant funded by the Barr Foundation, LHS will continue to weave POG competencies into instruction.

Goal of the Position:

To provide management of finances and clerical support to oversee the Grant.

Qualifications:

- Experienced teacher/faculty interacting with POG domains
- Ability to multitask
- Strong interpersonal skills
- Demonstrate collaborative management style that fosters teamwork
- Demonstrates cultural competency and awareness and a equity and social justice issues

Responsibilities:

- Must work 5- 6 hours after school each week
- Tracking project deliverables; writing all reports to funder; and ensuring that all deliverables are met in accordance with the grant contract
- Member of and collaborate with POG instructional change agents
- Ensure grant funds are spent in accordance with program goals
- Coordinate and assemble teams for POG Fall and Spring convening
- Serving as a key contact to communicate with grant maker and key consultants
- Collaborate with all LHS stakeholders to report out on POG progress
- Point of Contact for Advisory/Artifact and CCRLT leads
- All other duties as assigned by the Head of School or Associate Head of School.

Salary: \$8,000 stipended position

Benefit: Standard Employee Benefit

Salary Range: Not Applicable