



# Grants/Fundraising Coordinator

## Job Description

High Desert Montessori Charter School (HDMS) is seeking an individual who can accomplish 2 primary tasks while working in collaboration with other stakeholders who support the vision and mission of the school. Primary responsibilities include:

1. **Grants:** Be responsible for the management of current grants. Including, but not limited to, the National School Lunch Program and Nevada Ready Grant. Solicit new grants to support the needs of the school including mental health support, professional development, facilities, and classroom materials.
2. **Fundraising:** Organize campaigns to raise funds or otherwise solicit and gather monetary donations or other gifts for the school with the goal of paying off financial commitments.

### **QUALIFICATIONS:**

- Business background or college experience preferred but not necessary or successful experience in the area of finance, grants, or fundraising;
- Must have the ability to take initiative, prioritize, and complete tasks in an efficient manner.
- Demonstrates the ability to meet deadlines and manage multiple projects simultaneously
- Basic understanding of Montessori philosophy or willingness to learn; support the HDMS mission and vision
- Google Office Suite: Candidate must be highly proficient in Google Sheets, Slides, Forms & Docs;
- Microsoft Office Suite: Candidate must be highly proficient in Word & Excel;
- Background in office work, preferably working in a school or office setting
- Writing and computer skills are critical;
- Ability to work closely in collaboration with others is a necessity;
- Professional dress, communication style, and strong work habits are essential;
- Must be articulate and well spoken

### **JOB PARAMETERS:**

- This position is on a 200 day contract which follows the school calendar including all school days (180) with the addition of 20 days during breaks throughout the year.
- Work hours: 8:00 AM to 4:00 PM with a 30 minute lunch.
- Compensation: This position is classified as grade 9 on the HDMS Education Support Professional Pay Scale, approved May 2021. Standard HDMS health benefits, sick days and retirement (PERS) included.

### **JOB DUTIES:**

- Responsible party on existing state grants including the National School Lunch Program through the Nevada Department of Agriculture and the Nevada Ready Grant through the United Way of Northern Nevada.
- Research, draft and submit proposals that help the school or staff receive grant funding. This includes tracking spending, ensuring compliance with grant requirements, and reporting on progress
- Work with leaders in the organization to identify financial needs and ensure they reach their annual goals.
- Ability to network with community partners for mutually beneficial tasks including fundraising and outreach opportunities.
- Special Projects: Assist the business office with special projects on an as needed basis such as compiling historical and current data used for documents such as Charter Renewals, Financing and Audits.
- Board and Finance meetings: Participates on the Finance Committee and updates the HDMS Board of Directors on grants and fundraising as needed.
- Performs coverage for student arrival, dismissal, and/or lunch duty; provides additional coverage as needed.
- Administrative: Attends all administrative support meetings, staff meetings on as needed basis, schoolwide events, and other administrative support tasks as needed
- Closely works with the Business Coordinator and school Bookkeeper on grant and fundraising projects.