

Annunciation Catholic School

Committed to Serve, Learn, and Love



Grant Writer | The *Grant Writer* is responsible for maintaining, identifying, researching, and securing grant funding to support the mission and programs of Annunciation Catholic School. This role focuses on advancing educational excellence, faith formation, and student support services by developing compelling proposals to foundations, corporations, diocesan sources, and government entities. This person works in conjunction with the Pastor and Principal.

Position Type | Part-Time or Contract (flexible based on school needs)

Specific Responsibilities

MAINTAINING CURRENT SYSTEMS | Responsible for the ongoing organization and maintenance of internal grant systems. This includes providing monthly updates and upkeep of the school's grant templates, maintaining and updating the School Matrix to track funding opportunities and submissions, and managing recurring grants to ensure continuity, timely renewals, and sustained funding relationships.

NEW GRANT OPPORTUNITIES | Researches and identifies funding opportunities that align with the school's mission and strategic priorities, including foundations, corporations, diocesan sources, and government programs.

WRITING GRANTS | Responsible for writing, editing, and submitting compelling grant proposals, letters of inquiry, and supporting materials. The Grant Writer collaborates closely with school leadership to gather program data, budgets, and narratives that effectively communicate the school's needs and impact.

MONITORING GRANTS | Manages a comprehensive grants calendar, ensuring that all deadlines for applications and reports are met. They monitor awarded grants, prepare required progress and final reports, and ensure full compliance with all funding requirements.

TRACK FUNDING | The Grant Writer tracks funding outcomes, maintains accurate and detailed records, and supports relationship-building efforts with grant-making organizations and partners.

Staff Crew Member Responsibilities & Expectations | Annunciation Catholic School Staff

FAITH FORMATION | Commitment to fostering personal and students' spiritual growth by actively integrating Catholic teachings, prayer, and participation in the sacramental life of the Church into the classroom environment.

POSITIVE RELATIONSHIPS | Joyful, loving interactions with all and unconditional positive regard for everyone. Maintenance of appropriate, compassionate, supportive, and productive relationships with all students, parents, & colleagues to create a joyful work environment.

PROFESSIONALISM | Kind, respectful, appropriate, & timely communication (in person, email, and otherwise) and careful attention to all professional responsibilities (i.e., checking one's office mailbox, professional dress, sending things home with students, turning things in to the office, etc.)

REFLECTION & GROWTH | Thoughtful and prompt completion of trimester reflections & surveys, participation & collaboration with faculty and staff.

SUPERVISION | Prompt arrival and active supervision for all scheduled classes, duties, & transitions during the school day throughout the building.

OFFICE SPACE & STEWARDSHIP | Creation and maintenance of a clean, organized, inviting, and beautiful office, making best use of available resources. Proper care of school resources.

PROFESSIONAL DEVELOPMENT | Attendance and participation at all staff meetings and Professional Development days as communicated by the Principal.

STAFF GATHERINGS | Presence at all-staff gatherings when possible, like opening retreat, seasonal parties, etc.

CLASSROOM SPACE & STEWARDSHIP | Proper care of the school and its resources.

SCHOOL EVENTS & TRADITIONS | Active participation in, support for, and preparation for (& student preparation for) school events and traditions, i.e., Award Ceremonies, Weekly School Masses, Celebration of Learning Night, Peace Day, the Los Posadas, etc., as well as some mandatory school events during the year that occur outside of regular contract hours.

SCHOOL POLICIES | Support for and enforcement of all school policies laid out in the handbook, i.e., uniform, tardy policy, attendance, appropriate student behavior, etc.

DISCIPLINE | Adherence to shared and commonly established level discipline policies, and follow-through in their proper enforcement, including consistent use of Class Dojo to track behavior.

TECHNOLOGY | Proper care for, use of, and accounting of technology, including monitoring students' use, enforcing proper handling of technology, keeping technology clean and functional, daily storage of technology securely, and vigilance regarding damaged or missing technology.