

Job Title: Warren PTO Grant/Project Manager Job Description

FLSA Status: Part-Time Temporary Position

The Warren Elementary School Parent Teacher Organization (WPTO) was organized with the purpose of supporting children's education at The Warren Elementary School by fostering relationships among the students, parents and teachers. Emphasis is placed on the wellbeing of the family and developing a sense of connection and trust between school and community members.

The Warren PTO is seeking funding to support a new playground structure. The Town of Warren has committed ARPA funds to help support this new structure, however there are still funds needed to complete the project entirely. A stipulation to receive these funds was to have 10% of the \$200,000 grant be reserved for a Project Manager to help raise funds for the playground structure. This position will be approved and overseen by the Warren Selectboard.

The Project Manager is responsible for developing and managing a pipeline of current and prospective grant funders that align with the WPTO's priorities. Through planned research, identification, development, cultivation, stewardship, compliance, and reporting activities, the Manager will submit proposals and manage awards in support of the WPTO's mission and operating goals.

Job Duties

Grant / Project Management:

- Research and identify potential grant opportunities that align with organizational goals
- Prepare, submit, and manage grant applications, proposals, and budgets.
- Interface with WPTO to ensure the appropriate tracking towards agreed-upon goals for grant writing, program design, and organizational development is happening.
- Monitor grant expenditures and manage budgets to ensure financial accountability
- Plan, execute and oversee projects from inception to completion.
- Develop project timelines, objectives and deliverables
- Coordinate resources and communicate with team members and stakeholders
- Provide research support for funding opportunities.
- Write compelling narratives for letters of inquiry, proposals, and other required collateral.
- Build strong personal relationships with stakeholders through written and phone outreach.
- Assist in supporting a creative, supportive, results-driven approach.

- Works with WPTO to ensure they are informed of the requirements of grant contracts and assist in advising on how best to navigate any necessary changes through communication with funders.
- Create acknowledgements for grant awards.

The right candidate is:

- Extremely organized and self-motivated
- Proactively takes initiative on projects
- Identifies opportunities independently
- Thrives in an environment with limited supervision
- A strong written communicator with excellent interpersonal skills
- Willing to take direction and ask thoughtful questions
- Eager to work in a nontraditional office environment
- Creative, willing to take chances on big ideas
- Well versed in contemporary issues and politics, able to make connections across different sectors

And should have the following specific skills or qualifications:

- A bachelor's degree with at least two years of work experience
- Strong recommendations from previous employers
- Proven track record of development, fundraising, or written collateral

Compensation: \$20,000

Qualified candidates should submit electronically a letter of interest and cover letter to Rebecca Campbell, Town Administrator by Friday, November 29, 2024. townadmin@warrenvt.org

The Town of Warren is an Equal Employment Opportunity Employer