



Job Posting for Grant Writer

Position Type	Position Classification	Job Location
Grant Writer	Non-Exempt	Any Location

Overview: Reimagine Education, LLC is a privately-owned management company for Michigan International Prep School, a publicly funded Cyber Charter School.

Who we are: Michigan International Prep School is a publicly funded Cyber Charter School. We have drop-in labs for students in several locations across Michigan.

Philosophy: At Michigan International Prep School, we want our students to pursue what makes them different. No two people are identical, and it doesn't make sense to treat them like they are. That's why we create a unique learning pathway for every MIPS learner, built around their talents, interests, location, and schedule. Students are first in our school.

Position Description: Reimagine Education, LLC is seeking an educational innovator for the purpose of researching, writing, coordinating, and overseeing Federal and State grant applications and expenditures. This will include new funding sources, and development of funding sources for existing grants and programs, proposed programs, developing budgets, collaborating on grant applications with various District staff members while monitoring and coordinating required reports on existing grants. The successful candidate will display keen attention to detail, possess a variety of complex computer skills, be a critical thinker. This position will report to the Director of Business/HR and the Director of Curriculum.

Qualifications	Essential Duties
<ul style="list-style-type: none"> • Must meet Highly Qualified Status of a Bachelor's Degree or Higher • Minimum two years of experience • Ability to handle multiple tasks at once in an effective manner • Must be highly creative with a Pioneering spirit • Works well with a team • Maintain a positive "can do" attitude • Has strong communication skills, both verbally and written • Is poised, punctual and enthusiastic • Is exceptionally organized and self-motivated, able to manage complex tasks and assignments • Have mindset that every student is different and their education should be personalized to them. No student will slip through the cracks • Has attention to detail, and a desire to do things well • Can manage stressful situations and respond quickly and creatively to meet the needs • Build a village around students and families 	<ul style="list-style-type: none"> • Conduct general to complex research to identify funding opportunities and new program areas to match District priorities; develop and respond to government, corporate, foundation and private funding prospects. • Work closely with District staff to develop and transform ideas into grant proposals, interact with stakeholders involved in grant-funding activities; serve as a liaison with program staff to gain complete understanding of the programs in order to deliver proposals designed to maximize grant awards. • Participate in dialogues with District leaders to ensure grant proposals and activities are supported and approved, aligned with District priorities and are appropriately prioritized. • Facilitate, prepare, review and edit grant proposals and applications; generate revenues for District programs and services through timely submission of well-researched, well written and well documented grant proposals. • Maintain comprehensive knowledge of particular areas involved in identifying and soliciting grants; coordinate project activities; prepare and process correspondence and presentation materials. • Generate proposals and supporting documents in response to solicitations, create and maintain funding opportunity and grantor agency activity system, and related files for audits. • Maintain and implement funding calendar activities, submit progress reports. • Prepare a variety of presentations, reports and correspondence regarding grants' status, compliance activities and/or issues; prepare and maintain a variety of extensive and detailed documents, files, and related records for auditing purposes. • Be informed of all policies and procedures. • A pleasant personality and positive attitude toward working with administration, staff, and community members. Evidence of ability to establish working relationships that result in increased efficiency and effectiveness. • Carry out any other duties and obligations that are determined to facilitate the School's mission, goals, standards, and Educational Program. • Must honor written Board Policies and Administrative Regulations. • Must be able to work from a designated Learning Lab as scheduled. • Must be able to stand for a minimum of 30 minutes at a time. • Must be able to lift 25lbs. • Must be able to move throughout the Learning Lab. • Must be able to sit in chair for long intervals.

Interested Candidates Should Apply: Internal Candidates will have full consideration and must send a written letter of intent and why you can make a difference in this position to the Executive Director of Business/HR at browne@miprepschool.org. External candidates should upload a letter of interest, resume, transcripts, teaching certificate and any supporting documentation to the Executive Director of Business/HR at browne@miprepschool.org. The position will remain posted until filled.

Reimagine Education, LLC is an Equal Opportunity Employer. The position is subject to Reimagine Education, LLC policy, rules, and regulations. As Equal Opportunity/Affirmative Action Employer, it is the policy of the Michigan International Prep School and Reimagine Education, LLC that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further Reimagine Education, LLC strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination.