



## POSITION DESCRIPTION

**Job Title:** Communications Coordinator/Grant Writer

**Reports to:** Director of Advancement

**Hours/Position:** Part-time, non-exempt

**Summary:** The communications coordinator/Grant Writer is responsible for the design, implementation and management of communication strategies targeting media, donors, potential families, current families and employees to promote the values of SMCS. The Coordinator will be responsible for all aspects of Grant Writing; seeking, writing and tracking grants for SMCS.

### Job Responsibilities:

- Responsible for the production and management of system publications including print, fulfilment and distribution
- Works with Director of Advancement on the annual communications plan
- Partners with the Marketing and Media Specialist on web presence including SEO and organic and keyword search
- Works closely with the Marketing and Media Specialist to develop/maintain quality social media content to support and expand SMCS digital presence
- Partners with Alumni Relations and Hospitality Coordinator on regular communication to SMCS Alumni
- Manages outdoor digital marque content
- Maintain and implement publicity calendar for events and projects
- Proof and distribute system bi-weekly e-newsletters
- Assist with maintaining online system calendar
- Proof/edit all major publications/collateral/communications
- Assist in the preparation and drafting of various communications
- Collect info, prepare and distribute talking points for BOT and faculty/staff
- Prepare awards applications for groups or individuals
- Updates and composes annual school family system directory
- Work with president to prepare corporate board report
- With the direction of the president, assist with managing contact with all outside media
- Research and evaluation of grant opportunities and matching them with corresponding groups/projects within the SMCS system.
- Directing and collaborating with stakeholders and volunteers on each proposal to identify needs, best define projects and write each proposal to the requirements of each grant.
- Develop, edit, and schedule grant proposals
- Review all gather information to ensure all grant criteria have been met, track each grant application
- On-going research and education on new and recurring grants, application approaches and best practices in the field of grant proposals and applications.
- Other duties as assigned

### Qualifications:

- Bachelors degree in marketing, communication, public relations, English or equivalent knowledge or experience
- Strong belief in Catholic education
- Exceptional oral, written and group presentation communication skills; ability to communicate with and serve all groups within SMCS including principals, staff, parents, students and the community
- Ability to create synergy in a team environment
- Proficiency in working with visual presentations, spreadsheets, WordPress and promotional material.
- Excellent organizational skills with ability to coordinate and manage multiple priorities and responsibilities
- Presentation of a professional image
- Ability to maintain confidentiality

*I accept the above responsibilities and by signature indicate my willingness to participate in implementing the values of the faith community. I can perform the above duties with or without reasonable accommodations.*

Signature:\_\_\_\_\_Date:\_\_\_\_\_