

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

PROGRAM MANAGER, The Foundation for Seminole County Public Schools

QUALIFICATIONS

- Bachelor's Degree required.
- Two (2) to five (5) years' experience writing and administering grants.

KNOWLEDGE, SKILLS, ABILITIES

- Ability to communicate and build relationships with diverse stakeholders, while organizing varied activities with attention to details.
- Demonstrated ability to manage and coordinate staff and programs.
- Proven and demonstrable skills in obtaining and managing grants.
- Excellent writing skills.
- Strong knowledge of current software and technology including the full Microsoft office suite (Excel, Word, PowerPoint), video conferencing, and grant management software.

SUPERVISION

REPORTS TO	Executive Director, The Foundation for Seminole County Public Schools
EVALUATED BY	Executive Director, The Foundation for Seminole County Public Schools
SUPERVISES	Assigned Personnel

POSITION GOAL

This position is responsible for raising funds for programs at The Foundation for Seminole County Public Schools and the School District through grants. This position manages and evaluates Foundation programs.

PERFORMANCE RESPONSIBILITIES

1. *Maintain a consistent and effective message and image for The Foundation.
2. *Raise money for The Foundation and District programs through grants; research and apply for grants; and coordinate grant reporting and evaluations.
3. *Manage The Foundation scholarship program including writing scholarship agreements, coordinating with donors, and reviewing students applications.
4. *Build relationships within the District to research, prioritize, and promote projects needing grant funding. Communicate regularly with District staff regarding grant progress and outcomes.
5. *Coordinate The Foundation mini-grant program including establishing the grant criteria, marketing to schools, reviewing applications, distributing funds, and ensuring evaluations are completed.
6. *Supervise Take Stock in Children program, including managing staff and monitoring outcomes.
7. *With support of the Executive Director, draft program budgets and ensure income and expenses align with the annual budget.
8. *Ensure high visibility of The Foundation throughout the community.
9. *Maintain positive relationships with partnering organizations such as Second Harvest Food Bank, Take Stock in Children, The Consortium of Florida Education Foundations, and other named programs.
10. Perform other duties as assigned by the Executive Director of The Foundation for Seminole County Public Schools.

**Denotes essential job function/ADA*

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NOTE: This position is a one-year position. There is no guarantee of continued employment after the first year.

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

AO-17-J \$47,304 - \$79,611
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 12
EEO-5 Line 52
Function 9100
Job Code 1668
Survey Code 91034

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

January 18, 2022
June 19, 2018
August 24, 2004
June 26, 2001

ADA Information Provided by Jean Vansmith
Position Description Prepared by Jean Vansmith