Grant Writer

Service Team	**Learning Services**	Employment Type	**Full-time**
Reports to	**Chief Learning Officer**	FLSA Status	**Exempt**
Primary Location	**GRREC Office**	Annual Contract Days	**Up to 200**
Application Deadline	**Until Filled**	Anticipated Start Date	**Upon Hire**

POSITION OVERVIEW

The purpose of this position is to support the mission and work of the Green River Regional Educational Cooperative (GRREC) by developing competitive grant proposals that expand funding for GRREC and participating member districts. This position contributes to the success of GRREC by identifying funding opportunities, coordinating consortium proposal development, and aligning proposed projects with district needs and student success. The role also supports GRREC staff and member districts through grant research, project and budget development, professional guidance, and training that strengthens local grant-development capacity.

KEY RESPONSIBILITIES

The Grant Writer will:

- Research state, federal, corporate, and private funding opportunities and share those that align with GRREC and member district needs.
- Coordinate consortium proposal development with GRREC staff, district representatives, and partners, including needs assessments and project planning.
- Write, edit, and submit competitive grant proposals using educational research, supporting data, and stakeholder input.
- Develop project budgets and evaluation plans with project partners and clarify requirements with funding sources.
- Help GRREC staff and member districts build grant-writing skills through training, individual guidance, and practical resources.

MINIMUM QUALIFICATIONS

Applicants should have:

- Bachelor's degree in English, Education, or a related field preferred.
- Experience writing competitive grant applications required. Federal grant-writing experience is strongly preferred.
- Proficiency with Microsoft Office, Adobe or comparable products, and online research and grant-development tools.

© 2026 GRREC I All Rights Reserved.

- Experience with multifaceted projects, including budget development, and with programs or projects involving children. K–12 school experience preferred.

KNOWLEDGE, SKILLS, & ABILITIES:
The successful candidate will demonstrate:

- Excellent communication and grant-writing skills
- Strong research and analytical abilities
- Effective organization, time management, and independent work skills
- Strong collaboration, facilitation, and training skills

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS
This position typically works in an office setting. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position. The role may require:

- Sitting, standing, walking, speaking, and using office technology
- Occasional lifting or moving of materials
- Travel as required for meetings, training, or organizational events
- Occasional lifting or moving of materials up to 25 pounds

COMPENSATION & BENEFITS

- Based on rank and experience in accordance with GRREC's Salary Schedule
- Eligible for medical, dental, and vision coverage, paid sick leave, personal leave, and holidays based on contracted days
- Participate in the Kentucky Teachers' Retirement System (TRS)
- Optional supplemental benefits available through payroll deduction

HOW TO APPLY

Interested applicant should submit:

- Application form
- Cover letter
- Resume

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Location, duties and responsibilities may be altered to meet the needs of the organization.

Successful completion of post-offer, pre-employment screenings are required as a contingency of employment.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT: *GRREC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable law. Reasonable accommodations are available for qualified individuals with disabilities and for limitations related to pregnancy, childbirth, and related medical conditions.*

© 2026 GRREC I All Rights Reserved.