

## **STEM School Highlands Ranch Opening**

Position: Fundraising and Grant writer

Start Date: Immediately

Salary range: \$43,000 to \$95,000/annual

At STEM School Highlands Ranch we put innovation in the center of learning to unleash the potential of all students and prepare them for an exponentially changing world. We are a K-12 free Charter School in the Douglas County School District located in Highlands Ranch, CO. Don't just read about our school; [See what we do every day!](#)

### **We believe:**

1. We equip students to succeed in an exponentially changing world.
2. We leverage the power of collaboration.
3. We relentlessly reinvent and adapt.
4. We forge pathways of discovery through continuous inquiry and experimentation.
5. We nurture unlimited human potential.
6. We ethically and positively impact the world.

### **What we expect:**

At STEM School Highlands Ranch, we expect teachers to be agile learners who design thoughtful curriculum that ensures unlimited student engagement.

### **What you can expect:**

A community of committed professionals who engage in constant collaboration and innovation in order to nurture unlimited teacher and student potential.

### **Position:**

- Research, draft, and submit proposals that help the organization or individuals receive grant funding that aligns with the school's vision and mission.
- Work with the Business Office to partner on budgets in grant submissions.

### **Position Requirements:**

- Identify funding sources with shared interests and values that are likely to provide financial support and align with the school's vision and mission.
- Research and connect with corporate foundations, government programs, other nonprofits, and individual donors to identify appropriate funding sources.
- Design, write, submit, and win grant proposals that lead to additional funding sources.
- Manage and submit reporting documentation for grants awarded.
- Other duties as assigned.

### **Qualifications Required:**

- Bachelor's degree or higher from an accredited institution. Equivalent experienced considered.

- Successful grant writing and fundraising experience.
- Understanding of the Colorado nonprofit foundations and the common application for capital improvements.
- Experience with appropriate technology related to grant writing, submission and management.

**Directions:**

Please submit the following to [careers@stemk12.org](mailto:careers@stemk12.org) (include position title and last name in subject line of email);

Fill out this [Application](#). Note, you will need to download this application form, fill it in and save it locally to your computer, then return it via email with the following items:

- Cover Letter
- Resume
- Transcripts
- References