

NEWBURGH
ENLARGED CITY SCHOOL DISTRICT

Dr. Lisa Buon

Acting Superintendent of Schools

Ms. Onyx Peterson
Ms. Mary Ellen Leimer
Dr. Elisa Correa-Soto
Dr. Shannon O'Grady
Mr. Christopher Bayer
Mr. Joseph McGrath
Ms. Kimberly Rohring
Dr. Natasha Freeman-Mack

Deputy Superintendent
Interim Associate Superintendent of Schools
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Exceptional Learners
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Chief Equity Officer

DATE: April 9, 2025
MEMO: TO ALL BUILDINGS-PLEASE POST
FROM: Mary Ellen Leimer
Interim Associate Superintendent of Schools
RE: Anticipated Vacancy – **Director of Grants**

MEL

This posting will end at 4:00PM on
Saturday, April 19, 2025
Re-Post

POSTING NAME: DIRT-003 DIR-GRANTS	Director of Grants
QUALIFICATIONS:	<ul style="list-style-type: none"> • Master's Degree required • Grant writing experience required • Experience developing Educational Foundations preferred • Experience coordinating community resources to support schools • SDL required • Ability to coordinate overlapping projects & deadlines required • Effective time management; ability to meet deadlines • Grant experience with early literacy focus preferred • Ability to effectively communicate across multiple stakeholder groups
JOB GOAL:	<p>Primary: To improve educational opportunities for students by procuring additional funding through external sources.</p> <p>Secondary: To improve educational opportunities for students by coordinating and aligning community resources and partnerships to engage students and families in the educational system.</p>

A complete job description can be found on the District's website at www.newburghschools.org under the 'DISTRICT' tab/Employment with the District.

- **Internal applicants must** submit a current resume and letter of interest to:
Office of Human Resources, 124 Grand St. Newburgh, NY 12550 **OR** FAX to: 563-3468
- **External applicants must** respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

PLEASE DO NOT E-MAIL directly to Ms. Leimer

MEL:tc