



198 Spring Street
Rockland, MA 02370

Telephone (781) 878-6056 • FAX (781) 982-9787

Email - jhaleysullivan@nrcollab.org

Website - www.northrivercollaborative.org

Joanne Haley Sullivan
Executive Director

PLEASE POST

- PROGRAM: North River Collaborative Administration
- POSITION: Part-time Grant Writer/ Manager
- SALARY: Negotiable based on experience
- QUALIFICATIONS:
1. Master's degree in education or related field.
 2. Excellent organizational, communication and administrative skills.
 3. Adaptability, creativity, willingness to be part of an innovative, fast-paced growing organization.
 4. Previous experience in administration/management.
 5. Fiscal management and grant writing/grant management experience.
 6. Skilled in use of word processing, database and spreadsheet software. (Microsoft Word/Works, Access, Excel, etc.)
- RESPONSIBILITIES:
1. Monitoring implementation of all project objectives and activities as defined in all state and federal grants and foundation funds.
 2. Monitoring of all grant fiscal operations including development of expenditure projections and writing amendments, when required.
 3. Collect data and documentation for evaluation purposes and reports required by funding sources.
 4. Search for additional sources of funding to maintain and expand current programs offered by North River Collaborative through Web searches and other aggressive means.
 5. Assist in writing proposals to match funding sources identified.
 6. Assist in implementation of the NRC Strategic Plan through such activities as data collection, report-writing, survey development and analysis.

Serving the public school districts of

Abington • Bridgewater-Raynham • East Bridgewater • Hanover • Rockland • West Bridgewater • Whitman-Hanson

Send Resume by January 20, 2010 to:

Joanne Haley Sullivan, Executive Director
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