

# 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: March 25, 2025

MEMO: TO ALL BUILDINGS-PLEASE POST

FROM: Mary Ellen Leimer  
 Interim Associate Superintendent of Schools

RE: Anticipated Vacancy – **Director of Grants**

This posting will end at 4:00PM on  
 Friday, April 4, 2025  
 \*Re-Post\*

<b>POSTING NAME: DIRT-003 DIR-GRANTS</b>	<b>Director of Grants</b>
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Master's Degree required</li> <li>• Grant writing or grant management experience required</li> <li>• Experience developing Educational Foundations preferred</li> <li>• Experience coordinating community resources to support schools</li> <li>• SDL or SDBL required</li> <li>• Ability to coordinate overlapping projects &amp; deadlines required</li> <li>• Effective time management; ability to meet deadlines</li> <li>• Ability to effectively communicate across multiple stakeholder groups</li> </ul>
<b>JOB GOAL:</b>	<p><b>Primary:</b>          To improve educational opportunities for students by procuring additional funding through external sources.</p> <p><b>Secondary:</b>          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](http://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](http://www.olasjobs.org)) on or before the above closing date.

**PLEASE DO NOT E-MAIL directly to Ms. Leimer**

MEL:tc