POSITION DESCRIPTION
MINNESOTA COUNCIL ON ECONOMIC EDUCATION
DEPARTMENT OF APPLIED ECONOMICS

Title: Education and Grant Coordinator
Job Class: Pre K-12 Specialist Senior (9744S2)
Supervisor: Associate Director

Overview: The Minnesota Council on Economic Education (MCEE) is located in the Department of Applied Economics, a department within the College of Food, Agricultural and Natural Resource Sciences, University of Minnesota, Twin Cities. MCEE is an entrepreneurial non-profit organization (501c3) with a mission to equip Minnesotans with the economic and personal financial understanding needed to succeed in today’s complex economy. MCEE accomplishes this mission by developing and delivering professional development courses and workshops for K-12 teachers, providing direct programs to K-12 students, and working with community agencies in personal finance education for adults. For more information about MCEE, visit http://www.mcee.umn.edu/.

This position provides content development and coordination for program delivery, writes grants and reports for programs, and supports general administration.

Key Responsibilities:

1. Education Outreach & Programming (50%)
   - Lead the content development and delivery of all programs, including professional development courses and workshops, annual conference, pre-service teacher training, student programs, and community mentorship programs.
     - Identify instructors for programming. Work with Associate Director to coordinate instructor contracts.
     - Work with instructors to identify content/curriculum for programming. Develop or procure content/curriculum where needed and appropriate.
     - Work in close coordination with Program and Communications Manager to ensure effective delivery of programming.
     - Provide Program and Communications Manager with content specific information and materials for programming and recruitment.
     - Work in coordination with Program and Communications Manager to evaluate content and instruction of programs and provide feedback.
     - Collaborate with Executive Director to facilitate the development of new curriculum, such as curriculum to be developed under organizations’ legislative grant.
   - Lead Education outreach for the organization.
     - Work with Program and Communications Manager to develop relationships with school districts to coordinate delivery of programming to schools.
     - Work with Program and Communications Manager to identify new teachers and expand organization network.
     - Collaborate with partnering organizations such as Junior Achievement, Jump$tart, and Best Prep. Represent MCEE in those organizations, as assigned.
     - Represent MCEE at the Minnesota Center for Social Studies Education (CSSE) meetings with Program and Communications Manager.
• Manage MCEE’s Gear-Up project with the Minneapolis Public Schools.
• Manage the MCEE Master Teacher program.
• Manage the promotion and selection process for teaching awards and teacher scholarships.
• Serve as staff lead for the Education Committee of the MCEE board. Coordinate, attend and take minutes of the meetings.
• Attend and represent MCEE at conferences or events as requested by Associate Director.
• Take the lead in facilitating workshops, as needed (e.g., to pre-service classes).

2. Grant Writing and Fundraising Activities (45%)
• Write proposals and grant reports as assigned by Associate Director. Monitor and prioritize submission and report deadlines.
• Work with Associate Director to implement MCEE’s annual campaigns to engage and raise funds from individual donors, including board members and teachers.
• Work with Associate Director to build and maintain relationships with current and potential institution donors: corporations, foundations, community partners, and government agencies.
• Collaborate with Associate Director and Program and Communications Manager to create program budgets.
• Contribute to the Development Committee of MCEE board.
• Initiate and implement donor gift and check deposit procedure as outlined by MCEE’s internal protocol for sound accounting procedures.

3. Workflow and Teamwork (5%)
Accept, prioritize and complete assignments for a work group. Coordinate work schedule and vacation time with other staff members to provide office coverage. Attend professional development workshops as required by program needs. Occasional evening and weekend work is expected (approximately, five to seven times per year). Other work-related duties may be assigned.

Required Qualifications: Bachelor’s degree. At least five years of experience in education, with at least three years as a classroom teacher.

Preferred Qualifications: Master’s degree and licensed K-12 educator with significant experience teaching economics or related fields. Experience in working for an educational non-profit or education programming. Demonstrated interest in economics and personal finance education. Demonstrated experience in writing grants and reports. Demonstrated ability in program management. Excellent writing, verbal, and interpersonal skills.

Application Deadline: Applications will be reviewed beginning December 16; position open until filled.

(If you are the finalist for the position, the employment offer will be contingent on a reference check with your current supervisor.)