



JOB DESCRIPTION

Position Code: 340
Management Group: SJAA
Salary Range: 15
Work Days: 225
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POSITION TITLE: Program Specialist – Grants and Partnerships

DEFINITION: Under general direction, researches, prepares, submits, and coordinates grant applications and proposals for public and private funding sources; provides technical expertise and guidance, pertaining to alternative means of obtaining supplementary funding, to administrators and district staff.

DIRECTLY RESPONSIBLE TO: Senior Director, Community Relations or Designee

SUPERVISION OVER: Classified personnel as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Prepares letters of intent and coordinates the grant development process from research and proposal planning, writing of applications, and submitting to various public and private agencies to obtain supplementary funding for district programs.
2. Collaboratively works with others to develop appropriate evaluative markers of success for grant and partnership supported efforts.
3. Recommends changes to grant and partnership supported efforts based on evaluative markers.
4. Identifies, cultivates and sustains relationships with other agencies, corporations, community groups and others in support of partnership development and implementation.
5. Collaborates with administrators and staff to translate program goals and develop accurate and compelling proposals that meet the requirements of funding agencies.
6. Develops timelines to track proposal development, application deadlines, processing period, etc.
7. Provides technical guidance to administrators and district staff and assists with revising department developed proposals in accordance with district policies and the district's strategic plan.
8. Monitors compliance of grant funded programs with applicable federal and state laws, regulations, codes, district policies, etc.
9. Develops and monitors the budgets of grant funded programs and compiles detailed reports required by funding agencies.
10. Coordinates and conducts district-wide trainings for all levels of staff involved in the application process for district grant funded programs, as needed.
11. Serves as a liaison for the district with federal, state, and local agencies related to district grant funded programs.
12. Maintains grant tracking database and files records related to funding activities, and other applicable data for grant funded programs.
13. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Education and/or experience equivalent to a Bachelor's degree is required; at least four years of work experience with the grant proposals process in a government, nonprofit, or academic institution is preferred.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of grant proposal writing principles, methods, and administration
- Knowledge of federal, state, and local private or public funding sources
- Knowledge of applicable federal and state legislation and regulations and compliance implications
- Knowledge of applicable district policies, procedures, and programs
- Knowledge of technical writing skills and correct English usage
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Ability to organize and manage multiple projects and tasks simultaneously
- Ability to analyze and interpret data
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with administrators, staff, and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff and the community
- Ability to establish priorities and meet deadlines
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Frequent interruptions and significant distractions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about school and facilities to conduct work, including sitting or remaining in a stationary position for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel for work related purposes

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 9/26/1989

Revised: 8/11/1993

Revised: 4/23/1998

Revised: 7/1/2018