

JOB DESCRIPTION
San Diego County Office of Education

MANAGER, GRANTS

Description

Under general supervision, the Manager, Grants coordinates San Diego County Office of Education grant services, which includes identifying, developing, coordinating, and reviewing grants, grant proposals, applications, and offers post-award guidance for grant-funded projects. The Manager, Grants also assists school districts as needed to facilitate capacity building on grant research and development, which may include delivering professional development, coaching, or training on writing grant proposals. The Manager, Grants may supervise or provide functional direction to support staff.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Leads grant proposal development and submission, preparing and organizing materials for proposals, and submitting and monitoring grant applications.
- Maintains master calendar of grant application, including prospects of funding opportunities.
- Researches grant opportunities based upon the SDCOE's needs in support of the strategic goals and to help realize the shared mission and vision.
- Identifies available funding sources, obtains Request for Proposal (RFP) information and materials, and disseminates information to educational and community partners.
- Works with SDCOE leadership to develop, formalize, and implement procedures and processes as needed to ensure that grant activities follow industry-standard norms.
- Maintains a file of grant applications submitted by County Office and ensures documentation of funding amounts.
- Works with SDCOE teams to ensure ongoing grant needs are documented to determine the applicability of available grants to support program needs.
- Coordinates responses to RFPs to ensure that, whenever possible, proposals are not in competition with each other.
- Drafts proposals/Letters of Intent, grant application narratives, and collaborates with SDCOE teams to ensure application is approved internally and submitted to funding agency.
- Reviews all grant proposals, prior to submission to the funding agency, for accuracy and completeness.
- Provides technical assistance during the pre-award and post-award phase of the grant cycle, maintains

- data regarding grants and grant funding; and provides periodic reports to the County Office.
- Serves as a resource to SDCOE staff regarding best practices related to grant proposals and administration.
- Coordinates and monitors the implementation of site-based and other grant projects to ensure that each grant project complies with established procedures and the requirements of the funding source.
- Trains staff in the grant development process and effective implementation of funded projects.
- Conducts training in best practices for grant writing.
- Serves as an SDCOE representative on various local, state, or national committees focused on grants for Pre K-12 environments.
- Supervises, trains, and evaluates assigned staff.

Other Functions

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities:

KNOWLEDGE of:

Human centered and socially conscious leadership;

Concepts, principles, and practices of grant development, writing, and acquisition;

Resource development;

Budget development and fiscal analysis;

Project management;

Federal, state, and local regulations related to grant funded programs;

Criteria for successful proposals;

Applications of computer systems for grant funding and development.

ABILITY to:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Develop and maintain long term relationships with personnel from internal departments and external agencies;

Communicate effectively, both orally and in writing;

Analyze situations accurately and exercise discretion in order to adopt an effective course of action;

Effectively manage and improve processes and workflow;

Stay current with knowledge of program rules, regulations, requirements, and restrictions;

Set work unit goals and align with organizational objectives;

Track and measure individual and work unit performance objectively and consistently;

Working Environment

ENVIRONMENT:

Duties are typically performed in an office setting. May be designated in an alternate work setting using

computer-based equipment to perform duties.

PHYSICAL ABILITIES:

The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. The job generally requires 90% sitting, 5% walking, and 5% standing. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Experience: Five (5) years of direct experience in grant research, writing, and evaluation.

Education: A bachelor’s degree from a regionally accredited college or university with major coursework in business, communication, or related field. Master’s Degree highly desirable.

Equivalency: Any combination of education and experience equivalent to a bachelor’s degree with major coursework in business, communication, or related field and five (5) years of direct experience in grant research, writing, and evaluation.

Required Testing

N/A

Certificates

Valid CA Driver’s License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Drug Test
Proof of physical examination including TB Screen

FLSA State: Exempt

Salary Range: Classified Management Grade 044

Personnel Commission Approved: March 21, 2018

Revised: 10/2023