

# SCHOOL DISTRICT OF BRADFORD COUNTY

## JOB DESCRIPTION

### DIRECTOR OF GRANTS AND RESOURCES DEVELOPMENT

#### JOB DESCRIPTION QUALIFICATIONS:

1. Master's degree from an accredited educational institution
2. Certification in Educational Leadership, School Principal or Professional School Principal
3. Three (3) years of successful teaching and two (2) years administrative or supervision
4. Previous grant management and writing experience preferred.
5. Satisfactory criminal background check and drug screenings.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

**SKILLS** are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects, operating standard office equipment; preparing and maintaining accurate records; utilizing pertinent software applications; grant writing; and grantsmanship. **KNOWLEDGE** is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: public school curriculum, fund accounting, community organizations, public and private agency funding sources. **ABILITY** is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with groups and individuals from diverse cultural and/or educational backgrounds; meeting deadlines and schedules; working independently under time constraints; setting priorities while performing with minimal direct day-to-day supervision; working with detailed information/data; organizing and communicating information and concepts.

#### REPORTS TO:

Assistant Superintendent for Curriculum and Instruction

**JOB GOAL:**

The Director of Grants and Resources Development was established for the purpose/s of coordinating and overseeing the CARES, ESSER 1, ESSER 11, ESSER 111 grants and subgrants applications and management process as well as established Federal Projects in Title I, Title II, Title IV, Title V, and Title IX. Responsibilities also include identification of potential new funding sources, development of funding resources for existing and proposed programs and/or services, writing grants, developing budgets, collaborating on grant applications with various District units and community organizations, and processing, monitoring and coordinating required report evaluations on existing grants.

**SUPERVISES:**

Assigned Personnel

**PERFORMANCE RESPONSIBILITIES:****Service Delivery:**

- Monitors the financial management of grants (e.g. budget preparation, budget adjustments, expenditures, etc.) for the purpose of complying with all program and funding guidelines of awarding organizations.

**Essential Functions**

- Collaborates with a variety of parties (e.g. district personnel, community organizations, etc.) for the purpose of securing funding to maintain and enhance services and/or programs.
- Coordinates all grant processes (e.g. evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with the district and funder guidelines.
- Develops forms, processes, procedures, and policies for the purpose of implementing a consistent grant application methodology.
- Develops grant applications and related documents (e.g. required reports, budgets, specific inquiries, etc.) for the purpose of submitting to the appropriate funding agency.
- Evaluates degree of match between listed grant priority area and system needs for the purpose of matching needs with funding sources.
- Monitors proposals and funding application requirements (e.g. presentation (number of copies and binding), content, delivery method and labeling, deadlines, eligibility for grant, etc.) for the purpose of utilizing time and resources to maximize successful awarding of grant funds.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Presents concepts, status, and information to a variety of groups (e.g. funding requests, grant applications, identifying underfunded services, etc.) for the purpose of gaining the required administrative and board approvals, providing progress reports to administration and funding sources and/or advising other staff of potential funding sources.
- Presents grant workshops for the purpose of increasing district staff skills in obtaining funds.

DIRECTOR OF GRANTS & RESOURCES DEVELOPMENT (Continued)

- Researches grant opportunities (e.g. facility improvements, curriculum development, administrative needs, etc.) for the purpose of developing additional funding resources for both current and proposed services, programs and administrative operations as well as serving as a clearinghouse for potential grant funding opportunities.
- Other job-related duties as assigned.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of personnel.