

MANAGEMENT JOB DESCRIPTION

SENIOR GRANT WRITER

JOB SUMMARY:

Under general supervision, coordinates the total grant program of the District including as needed, the identification, development, coordination, review, implementation, and evaluation of all grants, grant proposals, and grant-funded projects at the District and school sites, to evaluate grant programs; and to write and assist in writing grant proposals.

ESSENTIAL JOB FUNCTIONS:

- Researches grant opportunities based upon data indicators of District's Strategic Goals to help realize the District's Shared Vision.
- Identifies available funding sources, obtains Request for Proposal (RFP) information and materials, and disseminates information throughout the District.
- Maintains a file of grant concepts submitted by District personnel seeking funds and matching these ideas to available funding sources.
- Conducts research connected with the evaluation and efficiency of the instructional program and evaluates the applicability of available grants to the instructional programs of the District.
- Coordinates responses to RFPs to ensure that, whenever possible, District proposals are not in competition with each other.
- Writes and/or edits grant proposals—addresses components regarding reimbursement towards Grant Writer's salary.
- Reviews all grant proposals prior to submission to the funding agency.
- Provides technical assistance, coordinates, and monitors grants in the areas of budget and operations, including the scheduling of training, selection of participants, and the monitoring and revision of goals and objectives; maintains data regarding grants and grant funding; and provides periodic reports to the Board of Education and to the funding agency.
- Coordinates and monitors the implementation of site-based and other District-funded grant projects to ensure that each grant project is in compliance with District procedures and the requirements of the funding source.
- Trains relevant site staff in the implementation and evaluation of funded projects.
- Conducts training in grant writing.
- Evaluates, both formative and summative grant programs as needed.
- Selects, supervises, trains, and evaluates assigned staff.
- Performs related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Ability to: Analyze problems, identify alternative solutions, project consequences of proposed actions, implement recommendations in support of goals; delegate duties and tasks, oversee their administration, and provide necessary input; exercise leadership through the use of organizational, supervisory, and interpersonal skills; interpret, apply, and communicate applicable federal, state, and local policies, procedures, laws, and regulations; assist in preparing and administering a department or division budget; learn, interpret, and correctly apply District policies, rules, and regulations; select, supervise,

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train, and evaluate assigned staff; implement the use of computer software, hardware, and other technology pertinent to areas of specialization; and establish and maintain cooperative professional working relationships while working under pressure.

- Two years of experience in grant research, writing, and evaluation.
- BA degree in related field or equivalent experience; Master's Degree, highly desirable.

Management Salary Schedule: Range

BOARD APPROVED:

REVISION DATES: