**JOB DESCRIPTION**

Grants Coordinator

| | | | |
|---|---|---|---|
| **Reports to:** | Chief Business Officer | **Employment Group / Salary Range:** | Classified Management |
| **Dept:** | Fiscal | **FLSA:** | Exempt |
| **Annual Work Days:** | 261 - 2025-2026<br>220 - 2026-2027 | **Board Approval Date:**<br>**Revision:** | 05/02/2016<br>11/3/2025 |

## PRIMARY FUNCTIONS

Under the general supervision of the Chief Business Officer or designee, develop and prepare grant applications and proposals for public and private funding sources; prepare and disseminate materials concerning available grants, awards and related programs; serve as a technical resource to administrators, faculty and personnel.

## ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Research Funding Opportunities
- Utilizes multiple data sources, such as California Department of Education website, Federal Department of Education website, City of Patterson, PJUSD, Stanislaus County Office of Education, Patterson Education Foundation, and other sources or software to determine viable funding opportunities.
- Build and maintain positive relationships with funding agencies, community partners and other external stakeholders.
- Funding Proposal Development
    - Actively identify and track grant opportunities
    - Submits persuasive grants on behalf of district
    - Coordinates a development plan for each grant
    - Conducts research activities to determine viability of proposed program
    - Develops writing and data research team specific to each grant
    - Determines extent of collaboration participation
- Guidance to Administrators
    - Provides appropriate information to principals and teachers developing small site specific grants
    - Reviews drafts or grant responses, providing guidance in necessary modifications
    - In the event of a denial, gathers feedback from Grantee for use in next application

- Evaluation Activities
    - Conducts required activities related to the evaluation criteria of specific grants as assigned
    - Reviews outcome data, productivity, and program goals
    - Provides guidance in modification of program activities to meet program objectives
    - Conducts summative and formative evaluation activities

- Budget Development and Reporting:
    - Collaborate with Fiscal Analysts to create acurate and compliant budget proposal
    - Track the status of all submitted proposals
    - Collaborate with Fiscal Analysts to ensure timely interim and final reporting
    - Monitor proper allocation and use of funds based on funding guidelines
    - Ensure that the District follows all federal, state and local regulations associated with grant funded programs and activities
    - Maintain all records related to grant applications

- Attends and Participates in Meetings
    - Prepares project status information to present during periodic meetings, as directed
    - Attends monthly Management meetings as directed
    - Attends other administrative meetings and trainings, as directed
    - Attends required grant management meetings conducted by the California Department of Education and Stanislaus County Office of Education

- Bond Coordination & Communication
    - Serves as Liaison between the district and the Citizens Bond Oversight Committee (CBOC)
    - Organizes and oversees the creation of the CBOC
    - Maintains and publishes the board agendas and minutes for the CBOC
    - Attends and monitors the CBOC Special Meetings
    - Assists with the preparation of the Annual Report to the Board of Trustees of the District from the CBOC

- Other Duties as Assigned

**QUALIFICATIONS**

**Education and Experience:** Bachelor's degree in Communications, Journalism, English or equivalent from an accredited college or university. **Experience in public school district related employment is preferred.** Minimum of three years of experience in grant writing.

**Licenses, Certificates and Other Requirements:**

- Valid CA Drivers License
- Maintain Auto Insurance

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Grant writing and proposal preparation, technical writing, research methods, and record keeping techniques, applicable laws, codes, regulations, policies and procedures, and maintenance of statistical databases.

**Skills and Abilities to:**

- Communicate effectively through oral and written means with administrators, teachers, parents, community members.
- Provide management level guidance to personnel hired for specific grant writing activities
- Work independently with minimal direction
- Exceptional writing, editing and proofreading skills
- Attention to detail showing a high degree of accuracy and precision
- Meet multiple deadlines; manage concurrent projects, proposals and activities
- Calculate budgets accurately and effectively
- Analyze grant proposals; identify proposal deficiencies and implement revisions as needed
- Positively promote the PJUSD district in written and oral formats
- The ability to conduct in-depth research in identifying appropriate funding sources
- Develop protocols for proposal development and conduct effective survey activities related to specific program proposals
- Utilize software layout and design programs, including InDesign, Adobe Professional (or equivalent) and Desktop publishing programs
- Utilize Microsoft Excel, Word, and Google Docs.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds.

**Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

**WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

_____ _____

***Employee Signature*** ***Date***

_____

***Name Printed***