



**SJCOE**  
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<b>POSITION TITLE:</b>	<b>Coordinator IV, Senior Grant Development Coordinator Office of the Superintendent</b>	<b>JD#6356</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 14</b>	

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**SUMMARY OF POSITION:**

Under the direction of the County Superintendent of Schools and the Administrative Services Director, the Senior Grant Development Coordinator performs a wide variety of complex and difficult grant development duties; serves in a leadership role as a resource for the development and preparation of grant application templates, grant applications, and proposals for public and private funding sources; prepares and disseminates materials concerning available grants, awards, and related programs; provides grant writing training; maintains resources to be used by county office of education staff in the development of grants; researches and maintains fund tracking processes and systems; tracks federal, state, and foundation policy updates and trends; uses independent judgement and problem-solving skills to be fully exercised in relation to assigned areas of responsibility; and performs any other duties as assigned.

**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a bachelor's degree in communications, English, writing, or related field. Possess a minimum of one year of grant writing experience with increasing responsibility. Demonstrated success in an occupation that requires expertise in a variety of communication skills.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years of experience writing and developing comprehensive grant proposals. Experience in a public education setting or in writing grants for public education entities. Demonstrated experience in a public or private school setting, district or county office of education setting, or educational support environment. Knowledge of local, state, and federal funding requirements and regulations.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- school/county office finance and use of public funds
- fundraising information sources
- research techniques for fundraising prospects
- California Education Code and other laws and regulations pertaining to school finance requirements
- California School Accounting Manual
- proposal writing and institutional donors
- assigned software

Ability to:

- work at a fast pace on several projects at once under tight deadlines
- clearly comprehend business and financial concepts, operations, and problems at both a technical and policy level
- pay attention to detail
- supervise, evaluate, and train staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- be a strong contributor in team environments

Possess:

- strong editing skills
- excellent grammar and strong research skills
- strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- leadership skills in creating new processes, planning, setting agendas, cross-departmental collaboration, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

### **DISTINGUISHING CHARACTERISTICS:**

The Coordinator series represents advanced management positions and has four levels.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal, laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Create training content and materials for outside agency programs.
14. Oversee and manage budgets.
15. Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to governmental, foundation, and corporate sources.
16. Perform prospect research on governmental agencies, foundations, and corporations to evaluate prospects for grant funding.
17. Maintain a grants calendar covering multiple fiscal years to track program goals and needs.
18. Assign grant funding opportunities as applicable.
19. Coordinate internal review, feedback, and approval processes with leadership, legal counsel, and business services department to gather information necessary to apply to potential funders and report to secured funders.
20. Comply with grant reporting as required by potential funders and secured funders.
21. Provide stewardship to current donors; provide regular written updates, newsletters, etc.
22. Develop a strong understanding of institutional history and programs.
23. Maintain current records in database and paper files, vet new database when applicable, including grant tracking and reporting.
24. Track statistics relevant to grant development and provide written materials necessary for donor stewardship.
25. Knowledge of basic fundraising techniques and strategies.
26. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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