

Senior Grant and Funding Specialist

Published Date: Feb 3, 2026

Location: US

Company: Los Angeles Unified School District

SALARY DETAILS

\$103,022.00 - \$126,796 Yearly

APPLICATION FILING DATES

February 3, 2026 - February 18, 2026

INFORMATION ABOUT LAUSD

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life. LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

LAUSD EMPLOYEES: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200 or via their page at <http://www.lausd.org/helpdesk>.

PROJECT

This position is located within the Office of Grants Administration (OGA), centrally based at the District's Beaudry headquarters. OGA manages the full grants lifecycle, from identifying funding opportunities through award closeout. The office ensures that all grant activities align with the District's Strategic Plan and financial priorities, and that any required matching funds are identified and addressed prior to grant submission.

The position plays a vital role in advancing the District's goal of maximizing external grant and funding opportunities. Serving as a key resource to schools and offices across the District, the position supports grant identification, eligibility determination, and recommendations on grants to pursue, as well as the writing and preparation of applications, implementation of grant awards, and tracking and management of grant deliverables. The ideal Senior Grants and Funding Specialist candidate will bring extensive experience in grant writing and a demonstrated record of successfully securing grant funding.

BENEFITS

Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: Full-time employees earn up to two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

Paid Holidays: Up to 13 days.

JOB DUTIES/RESPONSIBILITIES

A **Senior Grant and Funding Specialist** plans, organizes, and supervises pre-award and post-award grant and funding activities such as grant research, grant proposal writing, financial monitoring, and transaction processing of transfers and journal entries.

Typical duties include:

- Plans and organizes and supervises the work of staff responsible for developing, preparing, and administering grant and funding applications and financial monitoring of grant funds.
- Performs the complex grant and funding work related to grant application preparation, submission, evaluation, and financial monitoring and reporting.
- Identifies and documents goals, objectives, timelines, and resources required for grant and funding programs, including staffing, supplies, and equipment.
- Reviews and interprets grant and funding agency guidelines and regulations and advises staff regarding the policies and procedures of those agencies.
- Networks and collaborates with local, State, and Federal funding agencies, non-profit organizations, foundations, community organizations, city officials, and other educational institutions to ensure full grant compliance and identify potential grants and funding opportunities.

- Assists in developing evaluation criteria, metrics, and reporting systems to measure and ensure grant program effectiveness and compliance with local, State, and Federal agency requirements.
- Assists in developing bids, Request for Proposals, and other contracting mechanisms to implement Grant and funding requirements.
- Creates and distributes standard and special reports, studies, summaries, and analyses, as needed.
- Creates, maintains, and delivers training materials and presentations for staff.

Note: This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties. **To view the complete class description, visit us at [Senior Grant and Funding Specialist - Class Description](#).

MINIMUM REQUIREMENTS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business, public administration, non-profit management, communications, education, or one of the behavioral sciences. A master's degree in the above-mentioned areas may substitute for up to two years of the required experience.

LAUSD experience working with grants or other funding programs beyond the required experience may be substituted for the required college education on a year-for-year basis for up to two years of the required education if proof of graduation from high school or evidence of equivalent educational proficiency is provided.

Experience:

Four years of experience in performing grant and funding application, proposal, or financial activities, including research, coordination and development, preferably for an educational institution or public agency. Experience in supervision or work direction is preferable.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

NOTE: All entrance requirements must be met by the end of the filing period in order to move forward with the assessment process. To verify the education requirement, transcripts, diplomas and/ or certifications must be presented at the time applications are screened. As such, you **MUST** upload your diploma/degree (i.e. scan or take a picture of your diploma/degree) or official transcripts to your candidate profile under "My Uploaded Documents." Candidates who have completed college or university coursework at an institution in a country other than the United States, must obtain a complete evaluation of foreign transcripts and degrees. Please be sure to request a DETAILED report. For a list of approved evaluation organizations visit:

[https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635))

DESIRABLE QUALIFICATIONS

The ideal candidate for **Senior Grant and Funding Specialist** will have working knowledge of:

- Relevant State and federal rules, policies, procedures, and laws
- Concepts, principles, techniques, and practices of grant development and writing
- Grant and funding sources, application preparation, monitoring and evaluation methods, and re-application processes
- Grant and funding terms and conditions
- Spreadsheet, database, word processing, and graphics computer software programs
- Basic statistics including data collection and sampling techniques
- Basic principles and practices to develop grant and program budgets, examine and analyze expenses and fiscal documents and to review and develop audit trails
- Basic accounting, budget preparation and control procedures
- General automated and manual procedures and systems utilized in work places to deliver services
- Training methods and staff development programs
- Disciplinary processes and procedures
- Supervisory techniques

The ideal candidate for **Senior Grant and Funding Specialist** will have the ability to:

- Synthesize ideas and implementation plans and present them in clear, concise prose

- Organize and present supporting documentation in the manner prescribed by funding sources
- Use spoken and written English effectively in contacts with individuals and groups
- Plan and organize work to meet deadlines
- Interpret, summarize, and recognize the implications of complex documents
- Devise methods and procedures for obtaining a variety of data
- Analyze data and draw logical conclusions
- Work effectively with District personnel, representatives of other organizations, and the public
- Conduct oral presentations and represent the department before committees, organizations, and agencies
- Guide staff and provide leadership on staff projects as needed
- Plan, deliver, and evaluate employee training programs
- Make effective evaluations of subordinates' performance

EMPLOYMENT SELECTION PROCESS

We anticipate receiving a number of well-qualified applicants for this position; therefore, there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. To honor this request, we will be adhering to a preplanned employment assessment schedule.

The selection process MAY consist of one or more of the following: a Training and Experience Evaluation (T&E), a Written Test, Technical Project, Writing Project, and/or a Technical interview.

Application materials (your candidate profile, resume and supplemental questionnaire) will be evaluated in relation to the background, experience, and competencies identified for successful performance in this job. For this reason, it is highly recommended that your application materials clearly show all of your relevant background and specialized skills, knowledge, and abilities. For more information about the LAUSD employment assessment process, visit the 'My LAUSD Career' section of our website at <https://www.lausdjobs.org>.

The testing may be conducted remotely and/or in person, and all applicants will be required to submit a Candidate Confidentiality Form prior to testing. Failure to submit these forms before the given deadline will result in the withdrawal of your application from

the selection process. Candidates who receive a failing score on any test module will NOT be eligible to move forward in the selection process.

Please be sure to monitor your spam/junk folder so that important information, instructions, and deadlines regarding your application are not missed. Please also be sure to include correspondence from the lausd.net AND successfactors.com domains as approved senders to your email.

APPLICATION PROCESS

IMPORTANT NOTE: Once you submit your application, you should receive an email message confirming that you successfully submitted your application. If you DO NOT receive this message on the same day you apply, it is likely that you did not submit your application.

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Email us at helpmeapply@lausd.net

To find out whether the application deadline has been extended, visit the website at: <https://www.lausdjobs.org>. The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion. Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information. Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

If you have questions regarding these instructions or the selection process in general, please contact **Monica Topete** at monica.topete1@lausd.net.

ADDITIONAL POSTING INFORMATION

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and

related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance. For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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