

**Grant Analyst
New Hanover County Schools**

Job Description

CLASS: **Classified**

DIVISION: **Finance**

TITLE: **Grant Analyst**

QUALIFICATIONS:

1. Bachelor's degree in Accounting or Business preferred.
2. Two to five years of experience in grant writing and grant management, preferably within an educational or nonprofit setting.
3. Extensive knowledge of grant budgeting, compliance, and financial reporting.
2. Proficient in Microsoft Office Suite

REPORTS TO: **Budget Supervisor**

JOB GOAL: To secure external funding and ensure the effective management of grant-funded programs. This position is responsible for identifying funding opportunities, preparing and submitting compelling grant proposals, and managing awarded grants throughout their lifecycle. The grant analyst works collaboratively with internal departments and external partners to align grant activities with organizational goals and compliance requirements.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies, and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school finance issues.
2. Investigate potential grant opportunities from federal, state, local agencies, foundations, and corporations that align with NHCS's mission and strategic goals.
3. Develop compelling and comprehensive grant proposals, applications, and supporting documents tailored to specific funding requirements and priorities.
4. Provide training for staff and advise principals and program managers on general fiscal and budgetary matters throughout the year.
5. Lead meetings with both staff and public stakeholders.
6. Maintain a detailed calendar of grant deadlines, submissions, and reporting requirements to ensure timely and accurate compliance with all grant stipulations.
7. Provide support in the preparation and processing of assigned programs and grants which include, but is not limited to, planning budgets and processing approved budget transfers and amendments.

8. Monitor grant expenditures to ensure compliance with established policies, procedures, and budget limitations.
9. Monitor the implementation and outcomes of funded projects/grants, preparing and submitting progress reports to the Board of Education and funding agencies.
10. Monitor grant revenue and manage carryover balances.
11. Prepare monthly, quarterly, and annual reports as assigned.
12. Prepare grant reimbursement requests as assigned.
13. Perform additional duties and special projects as assigned by the Budget Supervisor, Chief Financial Officer and/or Superintendent.
14. Prioritize a collaboration with the Chief Academic Officer, Executive Directors, and Chief Financial Officer to ensure schools maintain timely compliance with, but not limited to, the following areas: Restart, CSI, TSI, ATSI, LPS, Continuously LPS and Title 1.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: Grade 78

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge and understanding of rules and regulations as they apply to school finance.
- Exceptional written and verbal communication skills.
- Ability to work collaboratively and independently to meet deadlines.
- Proficient in Microsoft Office Suite and Google Suite programs.
- Attention to detail and strong organizational skills.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and execute tasks to meet deadlines and quality standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.