

GRANTS COORDINATOR

Purpose Statement

The job of GRANTS COORDINATOR was established for the purpose/s of coordinating and overseeing the grant application and management process including: identification of potential new funding sources, development of funding resources for existing and proposed programs and/or services, writing grants, developing budgets, collaborating on grant applications with various District units and community organizations, and processing, monitoring and coordinating required report evaluations on existing grants.

This job reports to SCHOOL IMPROVEMENT DIRECTOR

Functions

- Monitors the financial management of grants (e.g. budget preparation, budget adjustments, expenditures, etc.) for the purpose of complying with all program and funding guidelines of awarding organizations.

Essential Functions

- Collaborates with a variety of parties (e.g. district personnel, community organizations, etc.) for the purpose of securing funding to maintain and enhance services and/or programs.
- Coordinates all grant processes (e.g. evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with the district and funder guidelines.
- Develops forms, processes, procedures, and policies for the purpose of implementing a consistent grant application methodology.
- Develops grant applications and related documents (e.g. required reports, budgets, specific inquiries, etc.) for the purpose of submitting to the appropriate funding agency.
- Evaluates degree of match between listed grant priority area and system needs for the purpose of matching needs with funding sources.
- Monitors proposals and funding application requirements (e.g. presentation (number of copies and binding), content, delivery method and labeling, deadlines, eligibility for grant, etc.) for the purpose of utilizing time and resources to maximize successful awarding of grant funds.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Presents concepts, status, and information to a variety of groups (e.g. funding requests, grant applications, identifying underfunded services, etc.) for the purpose of gaining the required administrative and board approvals, providing progress reports to administration and funding sources and/or advising other staff of potential funding sources.
- Presents grant workshops for the purpose of increasing district staff skills in obtaining funds.
- Researches grant opportunities (e.g. facility improvements, curriculum development, administrative needs, etc.) for the purpose of developing additional funding resources for both current and proposed services, programs and administrative operations as well as serving as a clearinghouse for potential grant funding opportunities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects, operating standard office equipment; preparing and maintaining accurate records; utilizing pertinent software applications; grant writing; and grantmanship.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: public school curriculum, fund accounting, community organizations, public and private agency funding sources.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with groups and individuals from diverse cultural and/or educational backgrounds; meeting deadlines and schedules; working independently under time constraints; setting priorities while performing with minimal direct day-to-day supervision; working with detailed information/data; organizing and communicating information and concepts.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Masters degree in job related area.

Equivalency None Specified

Required Testing

None specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Supervisor S1