

MODESTO CITY SCHOOLS

JOB DESCRIPTION

GRANT WRITER

DEFINITION:

Under the direction of the Superintendent, develop and prepare grant applications and proposals for public and private funding resources; prepare and disseminate materials concerning available grants, awards and related programs; serve as a technical resource to administrators, faculty and personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Research and develop publicly and privately funded grant proposals and funding requests to fund and support various District programs, services and activities; collaborate with District departments, school sites and staff to assess needs, gather program narrative, financial information, statistical data and submit proposals for targeted funding.
- Engage in consistent and continuous grant and funding sourcing and research for key projects and school site and District-wide programs and services; maintain organizational procedures and policies to ensure proper review and approval of grant applications by the administration and various departments.
- Prepare and disseminate materials concerning available grants, awards and related programs for faculty, administrators and personnel; compose related handbooks, manuals and documents as assigned.
- Collaborate with administrators in researching and coordinating financial resources; assist personnel with developing grant application budgets and to determine accurate costs for budgets of grant applications.
- Compile information and prepare and maintain records and files related to grant applications, organizational demographics and funding activities; edit and proofread grant applications for integrity, totality and accuracy.
- Maintain Master Calendar of all grant submissions, pending grant proposals and associated grant activities; develop and update information on grant proposals; provide current status as requested.
- Serve as technical resource to District, administrators, faculty and personnel; respond to inquiries and provide information concerning the preparation of grant applications.
- Develop and maintain cooperative and collaborative relationship with funding sources, educational resources and partners, public agencies and community based organizations.
- Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work.
- Attend a variety of meetings, workshops and in-service trainings as directed.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree and three years successful grant writing experience.

Licenses and other Requirements

- Valid California Class C Driver's License.
- Must provide a DMV printout within five work days of offer of employment.

- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRABLE QUALIFICATIONS:

- Three (3) years grant writing experience in an educational setting and demonstrated record of developing successful grant proposals.
- Familiarity with electronic grant application platforms.

Knowledge of:

- Grant application and proposal preparation.
- Technical writing and grant proposal development.
- Federal and private funding sources.
- Operation of a computer and assigned software.
- Research methods and record-keeping techniques.
- Principles and practices of budgeting development, implementation and management.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Online Grant Submission portals/platforms.
- Applicable laws, code, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Modern office practices and procedures.
- Operate a variety of standard office equipment including a computer and assigned software.

Ability to:

- Develop and prepare grant applications and proposals for public and private funding resources.
- Prepare and disseminate materials concerning available grants, awards and related programs.
- Serve as technical resource to administrators, faculty and personnel.
- Interpret, apply and explain applicable laws, codes, rules and regulations.
- Assist with developing grant application budgets.
- Operate a variety of office equipment including a computer and assigned software.
- Maintain records and files.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Plan and organize work.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

- Sitting or standing for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 11/22/2011

Unit Approved:

Board Approved: 1/17/2012

FLSA Status: Exempt

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