

MODESTO CITY SCHOOLS

Job Description

JC# 0019

GRANT WRITER

OVERALL RESPONSIBILITY

Under general supervision, requires the ability to research, prepare and submit grant applications and proposals for public and private funding sources in order to generate new revenue for District educational activities and programs.

SPECIFIC RESPONSIBILITIES

1. Develop grant proposals, entitlement proposals and program applications for public and private funding.
2. Review the budget of a project or program for which funding is sought.
3. Work with departments to research, develop, write, and submit grant proposals.
4. Gather information to understand the specifics of the projects or programs for which funding is sought, as defined by the school site or department responsible for carrying it out.
5. Research both public and private grant-making organizations and analyze them to identify likely funding sources for specific projects and programs.
6. Develop individual grant proposals in accordance with each grant-making organization's preferences and follow the guidelines of each grant-making organization.
7. Act as the district resource on available grants and awards.
8. Maintain a master calendar for all grant activity, to include submitted proposals and grant requests.
9. Prepare periodic reports on grant proposals and status updates to cabinet and the board of education.
10. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
11. Perform other related duties as assigned.

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

Knowledge of principles and practices of budget preparation, analysis, and administration.

Knowledge of technical report writing procedures and grant proposal development.

Ability to write clear, structured, articulate, and persuasive proposals, possess strong editing skills, and pay close attention to detail.

GRANT WRITER (continued)

QUALIFICATIONS (continued)

Knowledge/Ability (continued)

Minimum Requirements:

Excellent computer skills including working knowledge of various software programs (Word, PowerPoint, Excel, Visio) and database management skills.

Ability to use correct English grammar, syntax, spelling and punctuation.

Ability to compose correspondence, memoranda, bulletins and reports independently using correct English grammar, syntax, spelling and punctuation.

Ability to implement systems and follow-up processes in an organized and auditable manner.

Ability to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints.

Experience

Minimum Requirement:

Three (3) years successful grant writing experience or three (3) years of successful experience in a K-12 educational setting.

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.

Education/Credential

Minimum Requirement:

Bachelor's degree from an accredited college or university.

Physical Characteristics

With or without the use of aids:

Sufficient vision to read small print.

Sufficient depth perception to file documents.

Sufficient hearing to hear normal and telephone conversations.

Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.

Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.

Sufficient physical ability to sit or stand for prolonged periods of time.

Sufficient physical ability to reach horizontally and vertically with arms.

REPORTS TO

Superintendent or designee

Cabinet Approved: 11/22/11

Board Approved: 1/17/12