



## GRANT WRITER ANALYST

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### Position Summary

The primary function of this position is to identify, solicit, administer, build and steward a portfolio of grants and contracts awarded to the District. Research and write district grant proposals and facilitate and provide support for district and school grant writing activities. Monitors the administration of federal and state grants awarded to district departments or programs; acts as liaison between District staff and funding agencies. Possesses an unusually strong passion for detail combined with an ability to focus on "big picture" priorities to advance the mission of the school District.

### Supervisory Relationship

Works independently with minimum supervision. Works in a team environment with direction from the Director of Human Resources, Human Resource Administrator, or designee.

### Essential Functions

1. Oversee the overall administration of District grants, including special program grants. Coordinate funding implementation by help setting up budget accounts, notifying appropriate departments, and verifying the funds appropriation. Monitor compliance of grant managers and subcontractors with requirements of funding agencies. Monitor grant expenditures and submit claims for funds to granting agencies.
2. Coordinate, facilitate, edit or write district grant proposals to maintain and seek current and new funding sources for the District. Demonstrate effectiveness in winning and maintaining grant rewards.
3. Identify new opportunities for funding from government and foundation sources in close coordination with District staff. Research funding sources for district or school-level grants; obtain information from publications concerning education grants both on paper and on-line.
4. Disseminate information to schools and departments about grant opportunities in writing through occasional workshops.
5. Develop detailed and accurate budgets for grant proposals. Communicate with stakeholders including Human Resource and Financial Services staff to maintain up-to-date information about grant/contract requirements and restrictions, budgets, deliverables, and milestones.
6. Assist in submission of grant proposals by informing applicants of eligibility requirements and application deadlines, assisting in budget development, and reviewing forms for completeness and accuracy. Help those writing school or classroom grants to design a project, obtain need data, find funding, or improve their proposal.
7. Work with Research and Planning Team to compile and present data needed in a grant proposal

8. Act as liaison between funding agencies, grant managers, and District department or program administrators on financial issues. Develop relationships with partner agencies to support current and future grant activities, including grant evaluation.
9. Respond in a timely manner to requests for information from funding agencies. Prepare and file grant project reports or other district reports as required.
10. Ensure that the terms and conditions of agreements are met and properly documented by maintaining the grant/contract database, managing grant/contract files, directing contract/agreement review and signature processes, tracking timelines, deliverables and budgets, tracking all grant/contract restrictions, and tracking all matching funds.
11. Develop and maintain a central storage system for all grant applications, reports, and claims. Make files available to District, state or federal auditors. Keep a comprehensive file of past proposals and reviewers' comments, both in paper and electronic form and make successful proposals available to current grant writers.
12. Remain informed of new grants, alterations in existing grants, grant values, requirements for eligibility and related subjects.
13. Maintains regular and prompt attendance.
14. Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

1. Understanding and commitment to the goals of public education.
2. Superior writing, grammar, and research skills.
3. Understand all aspects of the grant application process.
4. Skill in attention to detail.
5. Demonstrated skill in consensus building, team building, group facilitation and/or collaborative techniques.
6. Comprehensive knowledge of financial management regulations for federal and state grants.
7. Working knowledge of District accounting and budgeting systems.
8. Ability to formulate grant proposals and prepare financial reports.
9. Skill in bookkeeping and record keeping principles and practices; accuracy and attention to detail.
10. Ability to prioritize appropriately and schedule work to meet multiple deadlines.
11. Excellent knowledge of internet research and ability to complete web-based grant applications online.
12. Ability to effectively research and analyze grant information.
13. Ability to prepare and disseminate online grant newsletter to district stakeholders.
14. Skill in remaining current in computing technologies and software applications relevant to the position (i.e. Microsoft Windows, Word, PowerPoint, Access, Visio and Excel).
15. Ability to understand and interpret data and statistics, such as Smarter Balanced scores, school report cards, ethnicity, or poverty data.
16. Ability to use databases and web-based tracking and management systems.
17. Skill in being personable, respectful, trustworthy, diplomatic, and have an exceptional professional demeanor.
18. Skill in having an open and positive attitude interlaced with a keen sense of humor.
19. Advanced problem-solving, decision making, initiative, and written and verbal communication.
20. Ability to analyze and synthesize complex information into easy to understand formats.
21. Knowledge of district programs and ability to match vision and needs to grant opportunities.
22. Skill in finding and selecting independent evaluators for grant projects.

23. Skill in presentation and interpersonal communications to diverse audiences, both orally and in writing.
24. Ability to creatively leverage the strengths of the district, its programs, and schools to help find funding for innovative initiatives.
25. Skill in integrating and matching the core values of the district (excellence, equity, and choice) as well as board goals into funding proposals.
26. Experience differentiating practices for diverse populations.
27. Ability to work effectively and collaboratively with diverse students, staff, and community populations.

**Minimum Qualifications**

Any combination of experience and training that would likely provide the required knowledge and skill may be considered qualifying. A typical way to obtain the required knowledge and skill would be:

**EDUCATION:** Bachelor's Degree in English, Communications, Business, Accounting, Public Administration, Non-profit Management, Education or other related field. Significant coursework in technical writing, editing, or grant writing desirable.

Bilingual proficiency and/or multicultural experience strongly preferred.

**EXPERIENCE:** Minimum of one (1) year related experience in successful grant proposal development. Experience or working knowledge of a K-12 educational environment.

**PREFERRED:** Certification in grant writing from the American Grant Writers' Association (AGWA) and the Grant Professionals Association (GPA) or other professional organization.

**Work Environment**

Incumbents work in a fast-paced office/school environment and may be required to work extended hours and weekends as needed.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	OSEA Classified
<b>Pay Grade</b>	Grade 17
<b>Approved by</b>	Cydney Vandercar, Human Resources Director
<b>Last revised</b>	March 2017