

IMPERIAL COUNTY OFFICE OF EDUCATION

CLASS TITLE: COORDINATOR - RESOURCE DEVELOPMENT

BASIC FUNCTION:

The Resource Development Coordinator, under the direction of the assigned administrator will facilitate and oversee the collaborative development of ICOE grant funding applications and evaluations and will develop relationships and information resources supportive of the Imperial County Office of Education mission and goals.

ESSENTIAL JOB FUNCTIONS:

Coordinates the planning and preparation of grant proposals for one or more departments; provides guidance and assistance to staff in the interpretation of funding agency regulations and requirements

Conducts research of new and competitive renewal grant funding sources through monitoring of local, state and federal announcements.

Works with leadership to develop a funding strategy to fill gaps in services.

Develops and maintains specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information; creates and distributes standard and special reports, studies, summaries, and analyses, as required.

Coordinate, monitor, and review work of internal and external grant writers.

Serves as a resource to program representatives and the County Office; serves as liaison for special projects; serves as liaison between the external partners and school districts in the County.

Develop tools, including charts, tables and other graphics, for data analysis.

Function as leader or member/coach for grant writing teams.

Monitor, review and evaluate identified grants and grant writing processes.

Conduct assessments to identify priority needs and to collect baseline data.

Facilitate Resource Development Committee input and decision-making processes, including development of a priority list for grant development.

Network with state, federal, and private funders to establish relationships supportive to successful grant writing.

Coordinate the development and implementation of the ICOE community outreach/communications plan.

Coordinator – Resource Development – Continued

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Knowledge of current developments/trends in area of expertise

Grant forecasting, alignment of grant opportunities to funding priorities, grant writing, and reviewing grant proposals

Research skills, including Internet access and searches

Effective communication with a wide variety of agencies

Experience in grant and budget development

Understanding of broad perspective of funding sources, both public and private, and categorical programs

Proficient use of English in both written and verbal forms

Inquiry, listening and group facilitation skills

Interpersonal skills including tact, patience, and courtesy

Operation of a computer and assigned software

Presentation skills, especially as they relate to successful packaging of grant applications

ABILITY TO:

Ability to bring people together successfully for the purpose of collaborative work

Ability to identify needed information, collect data, and use it to develop proposals and create purposeful graphic displays

Ability to make administrative/procedural decisions and judgments

Ability to determine informational needs, to collect and analyze information, and to devise and develop statistical analyses and reports

Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections

Ability to develop and produce grants and other proposals

Organizational skills

Excellent writing and editing skills for the development of grant applications, press releases, and other communications with appropriate constituencies

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities to fully perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be:

Bachelor's degree from an accredited institution of higher learning.

A minimum of three years in a field related to grant writing, communications, or evaluation with demonstrated successful experience in the writing of successful grant applications and in the implementation of project evaluation models or marketing plans.

Master's Degree preferable.

Coordinator – Resource Development – Continued

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C Driver’s License.

WORKING CONDITIONS:

ENVIRONMENT:

Requires working indoor and outdoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Hearing and speaking to exchange information and make presentations.
Requires occasional lifting of up to 25 pounds.
Occasional carrying, pushing, pulling and bending or reaching for files.

FLSA Status: Exempt
Employee Group: Classified Management
Salary Range: IV

Reviewed:
Senior Director of Human Resources: _____ Date _____

Reviewed:
Deputy Superintendent: _____ Date _____

Approved:
Imperial County Superintendent of Schools: _____ Date _____