



**CLASS TITLE: Manager, Grants and Project Development**

**WORK YEAR: 12 Months**

**VACATION: 27 Days**

**REPORT TO: Director, LCAP & Community Engagement**

**BASIC FUNCTION:**

Under the direction of **Director, LCAP & Community Engagement** perform as a manager in facilitating grant applications and project development, provide information to district departments and school sites related to available grant or project opportunities, provide technical assistance to grant writing teams, author and submit grants on behalf of the district, and work with departments to monitor grant awards that require project activities.

**REPRESENTATIVE DUTIES:**

- Collect, organize and serve as a resource for grant and project development and implementation.
- Serve as a resource and provide technical assistance to grant writing teams.
- Design, provide, and/or coordinate professional development to grant writing teams.
- Seek funding opportunities at local, state, and federal levels as well as through private foundations and sources.
- Read and edit grant proposals.
- Collaborate with local, state and federal agencies during the project development and grant proposal application process.
- Author, prepare and submit grants applications on behalf of the district.
- Progress monitoring of key success indicators of each grant.
- Keep abreast of the latest trends in funding and the application processes, and assist in the progress monitoring of awards and grant projects.
- Accountable for the successful implementation and progress monitoring of grants.
- Meet and or exceed grant award goals for the district.
- Perform other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

- Grant/proposal planning and project development and implementation of local, state and federal grants.
- Planning, implementing, and managing grants efforts at the school and district level.
- Data analysis and root cause analysis.
- Research techniques to find and identify potential funding sources.
- Writing process, including revising and editing for final submission.
- Budgeting and collective bargaining agreements.
- Microsoft Office, Google Suite and online grant applications.

**ABILITY TO:**

- Establish and maintain contacts with educational and community agencies.
- Write grant proposals that meet district or site priority needs and match to funding requirements.
- Work collaboratively and effectively under pressure of timelines and deadlines.
- Use independent judgment to produce a competitive work product.
- Interpret and analyze diverse data.
- Work with spreadsheets and data sets.
- Synthesize complex information.
- Excellent writing and verbal skills.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree required and any combination equivalent to experience in the area of researching, planning, organizing, writing, and submitting grant proposals. Experience in providing professional development and facilitating work groups. Experience in the field of education desired.

**PHYSICAL:**

- Ability to push, pull, and transport instructional and/or presentation materials.
- Seeing to read a variety of materials.
- Ability to understand speech at normal levels.
- Ability to bend, twist, stoop and reach.
- Ability to drive a personal vehicle to conduct business.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information and make presentations.

**MENTAL:**

- Ability to organize and coordinate schedules.
- Ability to analyze and interpret data.
- Problem solving.
- Ability to communicate with the public.
- Ability to read, analyze and interpret printed matter and computer screens.
- Ability to create written communication so others will be able to clearly understand the written communication.
- Ability to communicate so others can clearly understand a normal conversation.
- Ability to work at a desk and in meetings of various configurations.

**ENVIRONMENT:**

- Indoor – frequently
- Outdoor – occasionally

**WORKING CONDITIONS:**

- Office environment.
- Demanding time lines.
- Subject to frequent interruptions and contact with other employees.