

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DISTRICT GRANT WRITER**

#### **BASIC FUNCTION:**

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

#### **ESSENTIAL FUNCTIONS:**

Prepare letters of intent and coordinate the grant development process from research and proposal planning, writing of applications, and submitting to various public and private agencies to obtain supplementary funding for district programs; track and meet application deadlines.

Establish and maintain District procedures and policies to assure proper review and approval of grant applications by the Cabinet, Board of Education 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.

Research potential partnerships and funding sources through use of online resources and other communication media.

Provide analysis, evaluation, and assistance to staff regarding potential grant opportunities; interpret the potential impact of grant requirements on district policies, departmental programs, and services.

Collaborate with administrators and staff to translate program goals and develop accurate and compelling proposals that meet the requirements of funding agencies.

Conduct scholarly, policy, and government research and community needs assessments; aggregate district data for grant proposals.

Collaboratively work with others to develop appropriate evaluative markers of success for grant and partnership supported efforts; recommend changes to grant- and partnership- supported efforts based on evaluative markers.

Serve as technical resource to administrators, faculty and personnel; respond to inquiries and provide information concerning the preparation of grant applications; edit and proofread grant applications to be submitted for consideration.

Serve as a liaison between the district, various private and public funding agencies, institutions of higher education, and community-based organizations for assigned projects.

Provide broad, imaginative strategies for developing partnerships and funding sources that enhance the education of students, support school sites, and attain policy goals of the District's mission.

Compile information and prepare and maintain records related to grant applications, District demographics and funding activities.

Collaborate with administrators in researching and coordinating financial resources; in consultation with Budget department, develop budgets of grant-funded programs in compliance with requirements of funding agencies.

Coordinate and conduct workshops in writing grant applications for District staff as needed.

Perform and/or oversee special projects, research for grant partnerships, assist with grants management, and review Memorandum of Understanding and Request for Information, as assigned.

Maintain a current and thorough working knowledge of county, state, and federal education legislation and regulations pertaining to grants; review new and proposed legislation.

Establish and maintain effective working relationships with external partners, higher education representatives, and others.

Align annual Grants Office agenda with administration strategic priorities.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Grant application and proposal preparation, writing principles.
- Fundraising information sources, guidelines, and procedures.
- District goals, needs, procedures.
- Public education concerns, issues, and legislation.
- Technical writing.
- Federal, state, local, and private funding sources.
- Operation of a computer and assigned software.
- Research methods and record-keeping techniques.
- Oral and written communication skills, including proper English usage.
- Applicable district policies, procedures, and programs.
- Applicable federal and state legislation, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.
- Modern office practices, procedures and equipment.

**ABILITY TO:**

- Write clear, structured, and persuasive proposals.

Listen to, develop, and transform ideas and information into grant proposals; ability to codify ideas into coherently written text.

Analyze situations accurately and adopt an effective course of action.

Develop and implement long-term strategic goals.

Actively research and pursue grants and other funding opportunities that complement and enhance the goals of the district.

Participate in district and community meetings to stay informed about trending needs, seek opportunities for collaboration, and make connections to secure resources.

Develop and prepare grant applications and proposals for public and private funding sources.

Prepare and disseminate materials concerning available grants, awards and related programs.

Creatively and effectively match resources to needs.

Use databases to access disaggregated data for grant proposals.

Serve as technical resource to administrators, faculty and personnel.

Work effectively with all levels of district staff and the community.

Prepare and maintain records and reports such as budgets, surveys, meeting agendas, and minutes.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with district personnel and other agencies and organizations to meet district goals and community needs.

Establish priorities and meet deadlines.

Work well in a team environment; handle multiple assignments, pay attention to detail; manage time effectively.

Be highly responsive, flexible, culturally responsive, empathetic, team-oriented, perceptive, self-aware, creative, curious, resourceful, imaginative, adaptable, connected, persistent, resilient, and optimistic.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor's degree and minimum of three years experience working with grant proposals and applications.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Work additional hours and weekends on occasion.

**BOARD APPROVED:** March 22, 2022