

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: GRANTS TECHNICIAN

BASIC FUNCTION:

Under the direction of the District Grant Writer, perform a variety of specialized, technical, and clerical work involving the research, development, writing, and submission of grants; perform related duties as required.

ESSENTIAL FUNCTIONS:

Research potential grantors through the use of national and local databases, foundation websites, and other methods to identify grant opportunities.

Compile, verify, and analyze data to develop needs statements.

Support assigned electronic grant submissions through data input, grant writing and editing, including copy editing, proofreading, formatting, and citation accuracy.

Edit draft applications and forms for accuracy, completeness, and clarity.

Write and process letters, correspondence, reports, and other documents related to grant submission.

Review, check, and correct program descriptions prepared for inclusion in grant proposals to ensure proper grammar and punctuation usage; verify data for accuracy, completeness, and compliance with application guidelines.

Communicate with representatives of grantors to understand grant guidelines and requirements for submission.

Work with Research and Evaluation to compile data for needs assessments.

In collaboration with supervisor, assist individual schools and/or departments with the grant application process.

Work closely and cooperatively with District Grant Writer, Program Managers/Directors, and/or site administrators to assist in the development of grant applications.

Review grant announcements, application instructions, and accompanying documents; monitor updates to documents and conduct outreach to funders to ensure accuracy of grant application requirements as needed.

Provide support and technical assistance to the Administrator, staff, school sites, and outside agencies (as appropriate) in areas related to the Grants Office.

Participate in professional development opportunities as appropriate to maintain updated professional skills that are consistent with pursuing grant opportunities.

Maintain files and accounting records of office budget; review and route purchase requisitions for Grants Office.

Maintain and update Grants Office website.

Perform clerical work associated with grants and operation of Grants Office.

Operate a variety of modern office equipment including a computer, copier, and assigned software; drive a vehicle to conduct work.

Maintain confidentiality of sensitive and privileged information.

Prepare and maintain a variety of narrative and statistical reports, records, and files related to Grants Office activities.

Communicate with other personnel, administrators, and outside organizations to coordinate meetings and activities, resolve issues, and exchange information.

Attend meetings, workshops, and professional development opportunities, in person or electronically, as assigned and appropriate.

May assure the coordination of and schedule a variety of meetings and appointments.

Perform other duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proposal/grant writing;

Research techniques;

Local, regional, state, and national education funding development resources;

Correct English usage, grammar, spelling, punctuation, vocabulary;

Effective oral and written communication skills, organizational skills, time management skills;

Writing and citation formats such as AP, APA, Chicago, and/or MLA;

Operations of federal and state programs, non-profits, and/or corporate foundations;

Record-keeping and filing techniques;

Policies and objectives of assigned program and activities;

Interpersonal skills using tact, patience, and courtesy;

The current versions of Microsoft Excel and other applications to create budgets and visual representations of data;

Operation of a computer and assigned software;

Modern office practices, procedures, and equipment.

ABILITY TO:

Write clear, structured, accurate, articulate, and persuasive proposals;

Compile research and evaluate/interpret data and information for accuracy and credibility;

Work independently as well as part of a team;

Take initiative and self-motivate;

Learn about new topics and programs related to education in fast-paced timeline;

Work under pressure to meet schedules and deadlines;

Establish and maintain cooperative working relationships with others;

Facilitate conversations to develop funding needs;
Understand and carry out written and oral instructions;
Ask questions and receive feedback as needed;
Balance and organize multiple projects simultaneously;
Communicate verbally and in writing in a clear, concise manner;
Use good judgment and have a strong sense of ethics;
Prepare narrative and statistical reports and documents;
Contribute to a team environment through shared responsibility;
Maintain consistent, regular, and punctual attendance.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination of education and/or experience equivalent to graduation from high school and two years of college coursework in public or business administration, communications, history, sociology, political science or a related field; previous experience with research and grant/proposal writing, or experience in nonprofit fundraising, highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and proof of insurance.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.
Frequent interruptions.
Driving a vehicle to conduct work.

BOARD APPROVED: June 26, 2018