

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: DISTRICT GRANT WRITER

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Education Services, 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:

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

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.

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; assist Budget department personnel with developing the grant application budget.

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

Operate a variety of office equipment, including a fax machine, telephone, typewriter, computer and assigned software.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Grant application and proposal preparation.

Technical writing.

Federal 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 laws, code, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.
Modern office practices, procedures and equipment.

ABILITY TO:

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 technical resource to administrators, faculty and personnel.
Operate a computer and assigned software.
Maintain records.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Work independently with little direction.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Hear and speak to exchange information.
See to read a variety of materials.
Bend at the waste, kneel or crouch to file and retrieve materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in English, liberal arts or related field and three years experience working with grant proposals and applications.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.