



NEW:  
07/01/2018

JOB TITLE:	GRANT DEVELOPER
DIVISION	ACCOUNTABILITY, RESEARCH and SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	230 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8264
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Coordinates and oversees the grant application process including identification of potential new funding sources, development of funding resources for existing and proposed programs/or services, writing grants, developing budgets, collaborating on grant applications with various district units and community organizations. Support and assist with the processing, monitoring and coordination of grant awards including reporting and compliance.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Leads development and submission of large, multi-school, multi-partner grants to federal, state and foundations funders including forming and facilitating grant development teams
- Researches and promote grant opportunities to secure additional resources for the district and schools
- Supports grant processes including reporting, budgeting, evaluation, etc., for the purpose of assuring compliance with all district, state, and federal guidelines
- Represents JCPS with community organizations and external entities to develop collaborative grant applications, funding opportunities, and partnerships
- Communicates with federal, state and foundation program officers to request budget revisions, seek information, resolve problems, and develop ongoing relationships with funder
- Assists with developing project plans that are aligned with district's strategic plan and educational best practices
- Develops grant related documents including budgets, timelines, partner agreements, letters of commitment, contracts, and reports
- Provides ongoing technical assistance to Project Directors and district and school staff regarding the implementation of grants programs and fiscal and program compliance
- Provides training for district and school staff and community partners in grant proposal writing
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

**MINIMUM QUALIFICATIONS**

- Bachelor's Degree in job-related area
- Three (3) years related work experience
- Experience with grant writing
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

Excellent grammar and strong research skills needed

