



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	DEVELOPER GRANTS
DIVISION	ACCOUNTABILITY, RESEARCH and SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
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. Supports and assists 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

Completes all trainings and other compliance requirements as assigned by the designated deadline

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 of related work experience

Experience with grant writing

Effective communication skills

DESIRABLE QUALIFICATIONS
Excellent grammar and strong research skills needed
Knowledge of the field of education
Experience in a diverse workplace