

TITLE: GRANT WRITER

QUALIFICATIONS:

1. Any combination of education, training and/or experience equivalent to college degree in related field
2. Experience and demonstrated success in grant writing
3. Knowledge of principles of marketing, budgeting, administration, fundraising and educational process
4. Ability to communicate effectively, orally and in writing, with staff and public

REPORTS TO: Superintendent or designee

SUPERVISES: Staff as assigned

JOB GOAL: To successfully research, initiate approval for, and write grant applications that meet district policy guidelines; to obtain funds for district from authored grants substantially exceeding total cost of position

PERFORMANCE RESPONSIBILITIES:

1. Researches, initiates approval for, and writes grant applications that meet district policy guidelines
2. Serves as disseminator of grant-related information from state, federal and private foundation sources
3. Utilizes district-wide assessment of instructional needs/priorities appropriate for grants
4. Establishes ongoing communication with school site parents and community members addressing district policies and practices as related to grants
5. Works with research and evaluation staff to establish appropriate evaluation guidelines for all projects funded through grant applications
6. Works cooperatively with individuals and groups
7. Interprets the effects of current and impending state and federal legislation as related to grants and recommends appropriate actions to district staff
8. Reviews pertinent documents regularly for information relating to federal educational programs and information pertaining to grant proposals
9. Cooperates with district and site-based staff in planning, writing and implementing projects
10. Keeps current on state and national trends and staff development opportunities
11. Assesses the impact of prospective grant applications on district operations
12. Makes presentations to interested parties regarding grant programs and activities
13. Generates articles regarding funded grants
14. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; management salary schedule, code 27

EVALUATION:

Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable