



District Grant Writer

JOB DESCRIPTION

The Grant Writer, under the direction of the Administrator of Federal Programs and Grants, will seek and obtain additional funding for campus and District projects based on research and evaluation of campus and/or District needs. Also, provide training for grant implementation, monitor budgets, monitor compliance, and provide an annual evaluation for each project funded.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS

- Bachelor's degree required
- Graduate degree preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Specialized grant training preferred
- Three years demonstrated **successful** experience in proposal writing for government and/or private funding
- Familiarity with funding sources consistent with foundations, private sources, and discretionary grants
- A background that demonstrates strong organization, communication (written and oral)
- Strong interpersonal skills
- Strong computer skills
- Computer literacy a must, specifically, proficiency in Microsoft Word, Excel, and Internet Explorer
- Knowledge of budget preparation and monitoring process required for grant funding
- Three years of teaching experience preferred
- Ability to coordinate and collaborate with District staff and outside personnel to formulate, audit, and evaluate discretionary grants
- Self-motivated and excellent writing and language skills
- Ability to conduct research and analysis of potential funding sources
- Ability to maintain irregular hours when necessary to meet application deadlines and/or other related responsibilities
- Must be able to facilitate grant development with faculty, staff, and administrators
- Ability to facilitate grants management

DUTIES AND RESPONSIBILITIES

1. Researches and prospects external funding sources that may provide financial assistance for the delivery of educational services consistent with the goals and objectives of JISD
2. Develops supportive narratives JISD demographic data to be incorporated into grant applications and/or presentations. These narratives are to include charts, graphs, photographs, and other innovative display alternatives, in addition to the narrative statement.
3. Formalizes proposals for submission to external funding sources to qualify JISD for funding
4. Provides data and otherwise assist in the completion of reports for each grant project, as required
5. Provides professional development for District personnel to learn basic grant writing techniques
6. Seeks out and obtain partnerships with universities, businesses, and other school districts
7. Monitors funded applications
8. Attends Compensatory and Federal Programs/Grants monthly department meetings to review progress made on additional funding, current spending on current grants and other project requirements
9. Reviews/researches corporate or foundation grant applications to determine if the District and/or campus are eligible for funding according to data collected from needs assessments
10. Produces a Grants Alert Bulletin every two months for campus/district distribution
11. Provides an evaluation for all requests for projects and programs requiring discretionary funding

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12. Complies with policies established by federal and state law, State Board of Education rule, and the local board policy
13. Confers with personnel affected by funded programs to develop program goals and objectives, outline how funds are to be used, and explain procedures necessary to be in compliance with funding
14. Assists with completion of a grant application to required format, and submit the application for the funding agency
15. Maintains a database of all grants applied for and received
16. Provides assistance to the Compensatory and Federal Programs/Grants Coordinator as requested
17. Performs other duties as assigned

MENTAL DEMANDS

Ability to communicate effectively (oral and written); interpret policy and procedures, reason, analyze, and instruct

PHYSICAL DEMANDS

District wide and or statewide travel may occur; occasional prolonged and irregular hours

PAY SCALE: PE4

NUMBER OF DAYS: 216

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.

*Revised
12/2/07*