

SCHOOL GRANTS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of coordinating and overseeing the grant management and application process within a school district. The work may involve identifying potential funding sources, developing funding resources and grant budgets, writing grants, collaborating with various school districts and community organizations on grant applications and processing and monitoring and coordinating report evaluations on existing grants. The work is performed under the general supervision of the Assistant Superintendent for curriculum and instruction. An incumbent in this position is required to exercise wide latitude of personal judgment in conformance with policies, procedures and techniques involved in obtaining grant funding. Supervision may be exercised over the work of other clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Develops grant applications, and related documents (e.g. required reports, budgets, specific inquiries, etc.), for the purpose of submission to the appropriate agency;

Researches all types of grant opportunities for the purpose of developing additional funding resources for both current and proposed services;

Monitors proposals and funding application requirements, (e.g. presentation, content, delivery method, labeling, deadlines and eligibility, etc.) for the purpose of utilizing time and resources to maximize successful awarding of grant funds;

Monitors the financial management of grants of a school district;

Serves as a liaison to a school districts education foundation;

Collaborates with a variety of school district personnel and community organizations regarding the securing of funds to maintain and enhance services and/or programs;

Coordinates all grant processes (e.g. evaluations, budget, finance, reports, etc.), to ensure compliance with district and funding guidelines;

Develops forms, processes, procedures and policies for the purpose of consistent grant application methodology;

Prepares and distributes periodic newsletters to schools and centers regarding grant sources, current grant programs, funding updates and opportunities;

Writes competitive grants to meet a specified school districts needs;

Provides ongoing training in appropriate grant writing techniques;

Assists the administrators and professional personnel in planning grant applications that create the most appropriate utilization of funds available;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the guidelines, procedures and techniques involved in obtaining grant funding; good knowledge of Federal, State and County regulations and guideline regarding grant application; good knowledge of research tools and resources; good knowledge of educational objectives in a school district; ability to write clearly and concisely in preparing written grant proposals and reports; ability to conduct needs assessment, research and evaluation relative to grant proposal and funding; ability to maintain effective relationships with others; ability to communicate effectively both orally and in writing; ability to manage multiple assignments and priorities; sound professional judgment; resourcefulness; initiative; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a New York State registered or regionally accredited college with a Master's Degree in Education, Public Administration or Business Administration and one year experience in grant writing, grant procurement, coordination or administration of a public or private grant; **OR**
- B. Graduation from a New York State registered or regionally accredited college with a Bachelor's Degree in Education Public Administration or Business Administration and three (3) years experience in grant writing, grant procurement, coordination or administration of a public or private grant; **OR**

ULSTER COUNTY
5754 SCH GRT CD
Classification: Competitive
OA

Adopted: April 8, 2010