

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Grant Management Specialist (326)	Job Family: 08
Department: Curriculum & Staff Development	Lane Placement: 14
Supervisor's Title: Administrator, Curriculum & Staff Dev.	Contract: 206 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u><i>Laura P. Jurlinson</i></u>	Date: <u>07/28/16</u>
ADA Review: <u><i>Janele Master</i></u>	Date: <u>12-5-16</u>
Human Resource Approval: <u><i>Barry</i></u>	Date: <u>7-28-16</u>
Superintendent Approval: <u><i>Alm</i></u>	Date: <u>1/5/17</u>
Original date: <u>09/99</u> Revised: <u>04/08</u> Revised: <u>07/16</u> Revised: _____	

GENERAL FUNCTION

Under the general direction of the administrator, the **Grant Management Specialist** is responsible for coordinating and overseeing the grant application and management process. Identifies, cultivates, recommends, and solicits potential new funding sources. Provides training and support for District and school personnel preparing grant applications. Directs proposal solicitation, review, and selection processes. Prepares District-level grant proposals including writing, editing, data collection, and budget preparation. Coordinates development and submission processes and monitors compliance as appropriate. Monitors the financial management of grants ensuring compliance with all program and funding guidelines of awarding organizations.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Coordinate and oversee the grant application and management process.
- Identify, cultivate, recommend and solicit potential new funding sources. Recommend grants most likely to respond to proposals.
- Conduct in-depth research on current and prospective corporate and foundation donors.
- Design, develop and monitor formal policies, procedures, forms and processes for proposal solicitation, review and selection.
- Direct proposal solicitation, review and selection processes.
- Provide training and support for District and school personnel preparing grant applications.
- Prepare District-level grant proposals including writing, editing, data collection, and budget preparation.
- Coordinate development and submission processes and monitor compliance as appropriate.
- Monitor the financial management of grants ensuring compliance with all program and funding guidelines of awarding organizations.
- Prepare and submit required grant project reports and documentation.
- Participate in and lead, if appropriate, grant review, coordination, and progress meetings.
- May perform one or more of the following specific duties as assigned (e.g. provide assistance to JPLS users in creating courses and submit trouble tickets; assist with data collection and analysis for JordanConnect Online High School; assist with new teacher induction; track education bills through the Legislature and report on bills impacting the District; etc.)
- Travel throughout the District. Will use personal vehicle to travel to locations.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a Bachelor's degree in business, communications, English or related field with an emphasis in writing/editing PLUS three years prior work-related experience with demonstrated competence, or an equivalent combination of education and experience.
- Demonstrated competence in being proactive, motivated, organized and results-oriented.
- Demonstrated interpersonal skills in working with multi-disciplinary teams of professionals from different cultural backgrounds and with the philanthropic community.
- Requires strong project management and leadership skills.
- Requires a strong analytical background with the ability to interpret demographic, financial and geographic data (eg. educational trends, organizational support grants).
- Experience in grant submission software systems preferred.
- Experience in program or project management, including significant experience with a public school district grant writing environment preferred.
- Experience initiating/managing national collaborative organizations and funding preferred.
- Experience preferred in resource mobilization for public education or non-profit organization (ideally with a proven track record in researching and writing philanthropic foundation, corporate and government grants).
- Ability to effectively present information and respond to questions from principals, directors, administration, employees, donors and other interested parties.
- Demonstrated expertise in computer programs, including Microsoft Word and Excel.
- Requires strong interpersonal skills, both verbal and written.
- Ability to create lasting relationships with donor agencies and personnel.
- Requires a valid driver's license to legally operate a motor vehicle in Utah.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment (e.g. computer, ten-key, copy machine).

Physical Requirements – Not limited to the following:

- Constant sitting, keyboard/mouse use and near vision.
- Occasional lifting from floor to waste up to 20 pounds and carrying up to 20 pounds.
- Occasional driving a personal vehicle, standing and walking.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*