



POSITION DESCRIPTION

JOB TITLE: Grants Specialist Job Class: 1500	
DATE	Office of the Chief of Staff Grants Development
Pay Schedule:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Range:	
Management Approval:	
POSITION SUMMARY and PURPOSE: Directs the development of major, district-wide state, federal and philanthropic grants. Ensures the districts major grant proposals are aligned with the district's goals and state and federal regulations. Monitors the implementation of the state and federal grant opportunities to ensure compliance with legal requirements and federal guidance. Ensures the district's contracting requirements are followed in grant program development and implementation. Develops, plans, organizes and conducts face-to-face and on-line professional development for appropriate administrators and teachers.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Directs the development of the district's state, federal and philanthropic grant opportunities and ensures alignment with the district's goals and priorities.
2. Facilitates planning meetings with administrative staff and other Milwaukee Public Schools employees, parents and representatives from the community.
3. Ensures that all contracting requirements are followed for grant development, including the Request for Proposals (RFP) and review process, revising the proposal as necessary, responding to questions and facilitating final review teams.
4. Coordinates and finalizes major funding proposals to provide quality and consistency.
5. Facilitates the work of grant writing teams, develops timelines and manages overall work plans to ensure timely and quality submissions as well as compliance with state and federal requirements.
6. Identifies and works to procure potential sources of external funding to support district initiatives.
7. Participates as a team member in collaborative grant projects with institutions of higher education, community based organizations.
8. Collaborates on the monitoring of state, federal and philanthropic funded programs to ensure compliance with all regulations.

9. Represents the district at national, state and regional grant meetings, including grant review teams at the state and federal level.
10. Confers with representatives from the US Department of Education, Wisconsin Department of Public Instruction (DPI) and institutions of higher education, and the philanthropic sector to address concerns regarding grant development and implementation.
11. Develops, plans, organizes and conducts face-to-face and on-line professional development for appropriate administrators, teachers and other personnel for federal and state grant programs. Gathers and updates materials, develops handbooks and ensures that all aspects of grant writing are addressed.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Grants Manager.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Coordinates the efforts of district staff on grant proposals

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelor's degree from an accredited college or university required, a master's degree is desired.

Experience Requirements

Two – four years of experience as a grant writer, technical writer or fund raiser for a large, urban entity is necessary. Previous success in obtaining federal grants is required. Public sector experience is desired.

Knowledge, Skills, and Abilities

Position requires the ability to communicate effectively both orally and in writing. Incumbent must be able to identify problems, offer recommendations and develop creative solutions. Knowledge of grant funding policies and procedures and applicable local, state, federal and district regulations is required. Knowledge of funding sources and mechanisms is required. PC experience and knowledge of MS Office software, database software and comfort in accessing data from the IFAS financial system is required. The position requires attention to detail and the ability to handle multiple projects with different deadlines. Incumbent must be able to work with a diverse group of individuals, develop relationships and present a professional image of MPS. Incumbent must have the ability to supervise and train employees, organize, prioritize and schedule work assignments. Flexibility with schedule and the ability to work extended hours throughout the year are required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Occasional driving to other MPS locations is required.
Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.