



POSITION DESCRIPTION

JOB TITLE: Grant Development Coordinator Job Class: 1502		
DATE	DEPARTMENT OR SCHOOL Office of the Superintendent	DIVISION Grant Development
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:		Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Provides policy level leadership for and directs the development of major district-wide state and federal categorical and competitive grants, facilitating the work of cross-departmental planning teams and involving parent, community and non-public school representation. Experience in developing district-level grant proposals required.</p>		

Major Duties & Responsibilities: 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. Provides policy level leadership and coordination in planning and developing major grant proposals for the district. Facilitates the work of cross-departmental planning teams and involves parents, community and non public school representation.
2. Directs the development of districts ESEA Consolidated Plan for federal title programs, other state and federal grant opportunities under the ESEA No Child Left Behind Act, and other district-wide grants.
3. Directs the planning, organizing and delivery of online and face-to-face interactive professional development for directors and coordinators of Title programs, other administrators and teachers.
4. Oversees implementation and monitoring of federal Title programs and other state, federal and philanthropic grant opportunities to ensure compliance.
5. Ensures that the district's major grant proposals are aligned with the district's strategic plan, identified priorities and state and federal regulations.
6. Identifies and works to procure potential external funding sources to support district initiatives.
7. Develops and maintains collaborative relationships with schools; district staff; parent community and non-public school representatives; local, state, and federal officials; institutions of higher education and business representatives.
8. Actively supports the MPS Strategic Plan.

9. 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 development office.

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 work of clerical staff. Must be persuasive to coordinate work of others who do not report directly to the position.

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.)

Position requires a master's degree in education, business administration or a similar field.

Experience Requirements

Five or more years as a fully certified teacher and extensive experience developing grants and proposals for a large entity. Experience working with educational policy. Public sector experience is desired.

Knowledge, Skills, and Abilities

Outstanding oral and written communications skills. Effective presentation and negotiation skills. A thorough knowledge of state and federal grant program guidelines is required. Knowledge of the local philanthropic community and various grant opportunities is required. Knowledge of program planning, development, implementation and evaluation. Knowledge of No Child Left Behind legislation is required. The ability to work collaboratively with individuals from across departments for various grants and proposals. Comfort working with individuals at a state or national level. Must be aware of multiple deadlines and able to motivate other staff and community members to meet the deadlines. Must be able to monitor the grants for compliance with fiscal and operational requirements and coordinate reporting back to the grantor. Position requires experience in developing district-level publications. An understanding of local databases is desired. Must project a professional image of Milwaukee Public Schools (MPS).

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 local travel.

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.