



POSITION DESCRIPTION

JOB TITLE: Grant Development Coordinator	
Job Class:	
DATE	Office of the Superintendent Grants Development
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: 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 proposals is required.	

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. Provides policy level leadership and coordination in planning and developing major grant proposals for the district, facilitating the work of cross-departmental planning teams and involving 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 /or 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 Specialist.

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.

May coordinate the work of clerical staff and supervise individuals on a project basis.

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.)

A bachelor's degree from an accredited college or university is required, a mater's degree is preferred.

Experience Requirements

Four to six years of experience in grant or proposal writing (public or private sector) or equivalent experience is required.

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. Budgeting experience is helpful. The position requires attention to detail and the ability to handle multiple projects with different and definite deadlines. Incumbent must be able to work with a diverse group of individuals, develop relationships and present a professional image of MPS. 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.

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.