



JOB TITLE	DEPARTMENT	REPORTS TO
Grant Developer	Office of Teaching and Learning	Chief Academic Officer

<b>Position No:</b> 63099	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> V2Q	<b>Date Approved:</b> 5/10/16
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

JOB GOAL
The Grant Developer is responsible for researching, identifying, developing, and preparing proposals and grant applications from federal, state, and private sources.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Associate's Degree from an accredited college or university, Bachelor's Degree preferred.</li> <li>2. Experience in grants development; or research or proposal development; or technical or curriculum writing preferred.</li> <li>3. Valid Driver's License.</li> <li>4. Ability to perform the functions of the position.</li> </ol>

KNOWLEDGE SKILLS AND ABILITIES
<ol style="list-style-type: none"> <li>1. Knowledge of grant development and sourcing preferred.</li> <li>2. Ability to work effectively under tight deadlines and heavy workloads.</li> <li>3. Strong analysis and interpretation skills as related to federal, state and local statutes, regulations and governmental guidance preferred.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Research external fund sources.</li> <li>2. Prioritize and distribute information about appropriate funding opportunities to interested stakeholders.</li> <li>3. Provide leadership and technical assistance in planning and developing grant applications to assure the following:             <ol style="list-style-type: none"> <li>a. the quality of the grant application.</li> <li>b. congruence of grant content with school board policy and adopted goals.</li> <li>c. congruence of grant content with Request For Proposal (RFP) requirements, including budget</li> <li>d. compliance with federal or state statutes, regulations or guidelines.</li> <li>e. the quality of grammatical and mechanical usage.</li> <li>f. the clarity of the written document</li> </ol> </li> <li>4. Assist with the development, writing and preparation of large and highly technical grant applications, letters of support and appendices.</li> <li>5. Provide ongoing technical assistance to personnel with programmatic responsibilities.</li> <li>6. Assist with the maintenance of complete files on all grants and projects submitted and administered; track expenditures.</li> <li>7. Coordinate the writing, production, duplication, and posting of grant proposals.</li> <li>8. Serve as liaison with the departments and assist them with grant proposal and grant preparation.</li> <li>9. Convene and lead focus groups and development meetings for sourcing and developing grant proposals, when appropriate.</li> <li>10. Inform administrators and employees of grant opportunities via electronic or written media.</li> <li>11. Aid in the facilitation of program amendments, project extensions, and other transactions.</li> </ol>

12. Assist in the preparation of long-range plans for project development activities and individual grant programs.
13. Provide outstanding customer service and use positive interpersonal communication skills.
14. Ensure compliance with Board rules and applicable federal laws and regulations.
15. Performs assigned tasks in a timely and efficient manner.
16. Performs assigned tasks with a high standard of quality.
17. Performs other duties as assigned by the supervisor.

**PHYSICAL DEMAND CLASS:**

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.