

JOB TITLE	DEPARTMENT	REPORTS TO
Research and Grants Development Manager	Federal Programs	Director of Federal Programs

Position No: 77110	Length of Work Year: 12 Months
Salary Schedule: N08	Date Approved: 4/13/21
FSLA: Exempt	Date Revised:

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree from an accredited college or university; Advanced degree preferred. 2. Experience in grants development, research, proposal development, or technical or curriculum writing preferred. 3. Experience working with federal, state and local statutes, regulations and governmental guidance preferred. 4. Ability to perform the functions of the position. 5. Ability to work effectively under tight deadlines and heavy workloads.
KNOWLEDGE AND SKILLS
<ol style="list-style-type: none"> 1. Strong analysis and communication skills. 2. Grant development and grant sourcing preferred. 3. Persuasive, technical, and/or legal writing skills.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Research external fund sources. 2. Prioritize and distribute information about appropriate funding opportunities to interested stakeholders. 3. Provide leadership and technical assistance in planning and developing grant applications. 4. Coordinate the development, writing, preparation and submission of grant applications. 5. Serve as liaison with departments and assist with grant proposal development and grant preparation. 6. Coordinate the administration of assigned grants, contracts, special projects and donations from award to close out and assure compliance with SLPS policies and fund-raising guidelines. 7. Keep the Director of Federal Programs informed of current critical issues and incidents about which they should be aware. 8. Manage the maintenance of complete files on all grants and projects submitted and administered; track expenditures. 9. Provide district leadership frequent updates regarding current trends, best practices and promising innovations in educational programs and processes. 10. Inform administrators and employees of grant opportunities via electronic communication. 11. Aid in the facilitation of program amendments, project extensions, and other transactions. 12. Coordinate 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.