

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### COMPETITIVE GRANTS SPECIALIST

**SALARY SCHEDULE: ADMINISTRATIVE – [H] - M**

**COST CENTER: ACADEMIC SERVICES 9049**

**QUALIFICATIONS:**

- Bachelor’s Degree in English, journalism, communications, business administration, finance, marketing, education, or related field. Master’s Degree preferred.
- Two years of successful experience coordinating, planning and writing competitive grants, contracts, developing grant budgets and proposals, and adhering to program compliance.
- Three years’ work experience in an education setting preferred.
- Demonstrated ability to research, prepare RFPs and formative and summative evaluation reports.
- Demonstrated ability to design, prepare and produce sound data collection and design evaluation and value-added models.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to research, interpret, and apply state and federal laws and regulations governing grants administration
- Ability to develop, monitor, and evaluate grant program compliance
- Knowledgeable of special programs and/or projects funded by federal, state and local grants that support the division’s goals and objectives
- Skilled in program management, budget development, and management of expenditures
- Ability to develop, monitor, and evaluate grant program compliance; familiar with qualitative & quantitative educational assessment tools
- Ability to conduct needs-based technical assistance and training
- Excellent verbal and written communication and presentation skills; ability to communicate complex ideas simply and succinctly with internal and external stakeholders
- Outstanding interpersonal and teamwork skills
- Strong organizational skills, including keen attention to detail and ease at managing competing demands and determining priorities independently
- Proficiency with spreadsheet, word processing, databases, and presentation software
- Bilingual/fluency in Spanish preferred

**REPORTS TO:**

Director of Strategic Improvement and Multilingual Learning, Academic Services Department

**JOB OBJECTIVE:**

The Grant Specialist collaborates with district stakeholders to research grant opportunities, and develops, prepares, and submits competitive grant proposals to secure funding in support of the district’s goals and objectives. The Grants Specialist coordinates evaluation and monitoring of grant funded projects for compliance with requirements and attainment of key metrics.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

## COMPETITIVE GRANT SPECIALIST (Continued)

- Performs both independent research and collaborates with internal and external stakeholders/partners to identify grants/funding sources;
- Evaluates grant opportunities to determine appropriateness and alignment with district goals/objectives; stays abreast of district priorities and initiatives to incorporate the information into the development of competitive grants
- Collaborates with district departments to develop competitive grants that are aligned with the parameters of the grant application and the district's goals
- Reviews grant applications, agreements, and accounting documents to ensure accurate budget information, conformity with grant conditions, and proper utilization of federal, state, and local resources
- Tracks grant implementation for compliance, monitors the expenditures of assigned grant programs, recommends reallocation of funds, assists project managers with budgetary amendments as necessary, and researches and recommends sources for new funding
- Support grant funded projects/programs in data collection, analysis and reporting procedures or continuous quality improvement and to create informative fiscal reports, ensure timely expenditures and inform grant stakeholders of project success
- Leverage experience in education, federal programs, data analysis, data management tools to conduct quality professional development opportunities as needed
- Demonstrate effective communication that promotes transparency, collaboration, and efficiency with all stakeholders and supervisor to include the identification of potential concerns and problems, possible solutions, timely follow-up activities, and practices for continuous improvement of processes and procedures
- Maintain a grants tracking database
- Perform other duties as assigned
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions

**PHYSICAL REQUIREMENTS:** Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:** Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### Job Description Supplement No. 11