

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Grant Writer	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Coordinator II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1964	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Family and Community Engagement	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Chief Family and Community Engagement Officer	<b>BOARD APPROVAL:</b>	05-27-97
		<b>BOARD REVISION:</b>	05-01-00
		<b>HR REVISION:</b>	01-10-11

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**BASIC FUNCTION:**

Provide support for securing special project funding research, develop, and write projects and proposals funded by state, federal, and local agencies and corporate and non-profit agencies; identify compliance issues, and resolve issues of grant eligibility; provide technical direction and leadership for staff in the ways and means of obtaining supplementary funding for the district.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Maintain a current and thorough working knowledge of county, state, and federal education legislation and regulations pertaining to grants; review new and proposed legislation; research possible funding sources; disseminate funding proposal information to district staff, and provide assistance as necessary. **E**

Research and write major grants, proposals, and letters of intent; assist, revise, and edit site and department-developed proposals for readability, clarity of focus, and consistency with district policies and educational philosophy. **E**

Seek additional sources of funding from private foundations, corporations, public agencies, and others which have grant funds available to school districts. **E**

Maintain comprehensive databases including notification of grant deadline, status of proposal development, budget requested, funding level, final disposition of program management, and other pertinent data. **E**

Develop timelines for proposed development, processing, and submission of application; develop and implement district procedures which assure proper review of proposals and approval by district departments, divisions, cabinet, and the school board. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide analysis, evaluation, and assistance to staff and consultants regarding potential grant opportunities; interpret the potential impact of grant requirements on district policies, departmental programs, and services. **E**

Perform and/or oversee special projects and research as assigned; assemble a variety of complex and sensitive information and statistical data for the presentation of reports; operate a computer; assemble and prepare charts, maps, slides, photographs, and other visual aids for attachment to grant applications and proposals. **E**

Develop workshops and other programs as appropriate to provide current information on grant writing, instructional program development, and specific grant programs for school sites; maintain information on grants applied for by school sites. **E**

Serve as a liaison between various public and private funding agencies; maintain positive communication. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Assist with the preparation of the annual budget; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Communicate and collaborate with other administrators, district personnel, outside organizations, federal, state, and local government to coordinate activities and programs, resolve issues and conflicts, and exchange information; model district standards of ethics and professionalism. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in public or business administration or a related field, and three years experience in grant writing, education, or related field.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Principles, problems, and methods of grant proposal writing and administration.

Local, state, federal, corporate, and non-profit grant and funding sources.

Correct English usage and effective writing and verbal skills.

Statistical analysis and interview techniques.

State and federal education programs and compliance implications.

State and federal education legislation and regulations.

Facilitation skills to promote collaborative proposal development.

Innovative instructional practices and national trends in education and grant-related programs.

Budget development, analysis, preparation, and control.

Applicable laws, codes, regulations, policies, and procedures.

District organization, operations, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

**ABILITY TO:**

Research and write grants and proposals.  
Interpret the potential impact of grant requirements.  
Identify private, local, state, and federal funding sources.  
Serve as a liaison between various public and private agencies.  
Effectively meet and communicate with varying personalities and organizations.  
Become sufficiently conversant and informed about district activities in order to develop understanding of program needs as related to procuring external funding.  
Analyze and synthesize data.  
Write clearly and convincingly to develop a point of view.  
Develop in-service training programs for administrators, teachers, and representatives from public agencies.  
Organize and facilitate projects, and work collaboratively with outside agencies.  
Review district grant proposals to assure continuity with current district policy.  
Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
Promote the belief that all children can learn to the highest levels.  
Perform complex tasks under pressure and short timelines.  
Establish and maintain effective working relationships with staff, parents, and the public.  
Communicate effectively, both orally and in writing.  
Interpret, apply, and explain rules, regulations, policies, and procedures.  
Analyze situations accurately, and adopt an effective course of action quickly under pressure.  
Plan and organize work to meet schedules and deadlines.  
Prepare comprehensive narrative and statistical reports.  
Supervise and evaluate the performance of assigned staff.  
Operate a computer and related software.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read grants and proposals, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions; lift light objects.

*(Former Classification: Grants Coordinator II)*

**HEALTH BENEFITS:** Management employees purchase their own health benefits with district-offered plans.