



Job Description

Job Title:	Grant Writer and Manager	Department:	Business Office
Schedule:	About 260 days per year/12 months per year	Reports To:	Director of Fiscal Services
Classification:	Range EX 3	Prepared By:	HRA Job #49/DDSD HR
		Prepared Date:	2023
FLSA Status:	Exempt	Approved By:	HR
		Approved Date:	12/12/2023

SUMMARY

This position works on researching and securing funding from public and private sources to support the District's goals. Responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects. This position represents the District and will attend activities in the evenings and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, and does not include other work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

- Performs prospect research on foundations, corporations, local, state, and federal grant opportunities to evaluate prospects for grants and requests for proposals. Develops a strategic vision with District Administration to plan, administer and implement a comprehensive strategic plan to support current and future financial development activities, including researching, identifying, and applying for sources of funding that aligns with the District's strategic goals.
- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to private sources such as foundations and trusts as well as federal and state sources. Works closely with staff in developing and transforming ideas into grant proposals.
- Plans, administers, and maintains a detailed reporting process that measures performance outcomes for areas of program, events, and development.
- Complies with all grant reporting as required by donors, maintains grant records, and works with finance to gather information necessary to report to grantors on current grant programs.
- Represents the District at local business association and community meetings. Makes appointments with foundation officers and other prospects, arranges for onsite tours for supporters (foundation officers, foundation trustees).
- Track statistics relevant to development.
- Provides exceptional customer service and develops and maintains positive relationships with internal and external customers based on mutual respect and shared outcomes.
- Manages programmatic needs of grant budgets and financial reporting for all grants in cooperation with the business office, departments, and schools.
- Understanding of institutional history and programs.
- Other duties as assigned.



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SUPERVISORY RESPONSIBILITIES

This position has supervisory responsibilities and may train and support staff in coordination Business Office Administration.

QUALIFICATIONS

Strong communication skills including ability to write and speak persuasively about the organization and write clear, structured, articulate, and persuasive proposals.

Strong editing skills.

Thorough understanding of Federal grant requirements (formerly A-87 and A-133 Circulars) such as the Omni-Circular.

Effective management, organizational, budgeting, and planning skills.

Strong management and leadership skills in a culture of accountability and discipline.

Strong networking and people management skills.

Experience in working in a deadline-driven environment.

Expertise in nonprofit management and fundraising preferably with educational systems experience, PreK-12 experience preferred.

Experience in developing and obtaining grants from federal, state, local, and private funding agencies.

Experience managing grant budgets and activities required.

Comprehensive understanding of PreK-12 Education including curriculum and instruction priorities.

Advanced computer skills including MS Word, Excel, database, and website applications preferred.

EDUCATION and/or EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

- Bachelor's degree in business administration, Communications, or related field or equivalent required.
- Three or more years of progressively responsible experience in resource development roles with a proven track record of achieving revenue targets.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of an organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Ability to apply concepts of basic algebra.

COMPUTER SKILLS

Job requires specialized computer skills. Must be adept at using various applications including database, spreadsheet, report writing, project management, graphics, word processing, presentation creation/editing, communicate by e-mail and use scheduling software.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

The position requires a valid driver's license and the ability to make frequent trips to all the District's schools,



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grounds, and facilities.

WORK ENVIRONMENT

This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable.

PHYSICAL DEMANDS

Positions at this level require minimal (>20%) physical effort such as light lifting, carrying or movement, etc. Physical capability involves use of office or equipment where some agility and hand eye coordination are needed.

MENTAL DEMANDS

Positions at this level encounter new or unusual situations but have resources available to assist with identifying solutions or actions. Some pressure from deadlines or changing priorities exists, and interruptions to workflow or concentration can occur. Interactions with others can include demanding or difficult people.

PAY EQUITY SCOPE

Positions at this level are expected to perform with a high degree of independence for both regular work and special project work. Work is only reviewed on an as needed basis. Work done which contains errors or omissions may not be identified internally. Guidance and direction are available on request. Work requires extensive decision-making.

Decisions frequently have little precedent and require interaction with others to solve problems, formulate policies and programs and/or arrive jointly at decisions, which affect one or more work units. Full scope management is typically found at this level and above.

ADDITIONAL REQUIREMENTS

Post-job offer criminal background check will be required.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District to not discriminate on the grounds of race, color, religion, ethnicity, and use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information, or any other status protected under applicable federal, state, or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.

Employee Signature:		
Employee Name:		
Date:		