



David Douglas School District #40

Classified Exempt - Job Description

GRANT WRITER AND MANAGER

Schedule: 12 month per year Salary
Scale: F

NATURE AND SCOPE OF RESPONSIBILITIES

This position works on finding 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 JOB FUNCTIONS

- Performs prospect research on foundations, corporations, local, state, and federal grant opportunities to evaluate prospects for grants and 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.

QUALIFICATONS

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

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- 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.

QUALIFICATIONS (cont.)

- 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.

Application Requirements

Provide a summary of the proposals written over the past three years. Include competitive based grants, when they were applied for, for what organization, dollar amount of grant proposal, whether the donor funded the proposal, and the amount of funding received.

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with frequent lifting of up to 10 pounds and occasional lifting of up to 50 pounds required. Ability to move freely to various locations. Frequent standing, walking, sitting, and bending. Exposure to noise and activity of an office setting.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.