

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: GRANTS WRITER

GENERAL STATEMENT OF JOB

Under limited supervision, employee is responsible for identifying, preparing, coordinating and/or editing grant applications/proposals for the school system and conducting any special projects requested. Reports to the Director I - Grants.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supports district staff with locating and writing grants that support the mission and goals of the school district.

Prioritizes tasks and meets all deadlines for preparation and submission of grant applications and grant-related reports.

Reviews all resources including, but not limited to, the Federal Register, professional journals and other publications for the announcement of grants and other funding sources and disseminates to administrative staff.

Obtains information, data and application forms necessary to fulfill grant requirements.

Review requests for grant proposals; conducts extensive research to identify grant foundations and determine available grants; writes grant applications;

Assist with composing grant-writing literature for school personnel and assist with conducting workshops on grant writing; establishes clearing house for each grant.

Provides advice, technical assistance and staff training in drafting grant applications including the writing and development of program goals and objectives and budget. Assists staff in maintaining data and writing periodic reports to comply with grant requirements.

Maintains database of all grant activity in the district.

Conducts special research projects as requested.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

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MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree. Experience in grant writing; or other training and experience which provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, scanners, copiers, calculators, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, manuals, legislation, studies, etc. Requires the ability to prepare correspondence, reports, forms, research papers, statistical analysis, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages including statistical and educational research terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the theories of algebra, descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

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Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the current legislature, literature, trends, methods and developments in the area of identifying and obtaining grants.

Knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Knowledge of existing grant foundations and grants available to school systems.

Knowledge of the grant application process.

Knowledge of the principles of organization and administration.

General knowledge of special programs in the school system.

Skill in developing and conducting presentations.

Skill in conducting extensive research projects.

Ability to write state and federal grants.

Ability to maintain complete and accurate records and to develop meaningful reports, charts and graphs from them.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.