

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: GRANT WRITER/ RESEARCH ANALYST, SENIOR

BASIC FUNCTION:

Under the direction of the Director of Grants and Partnerships; performs grant development and project management; leads internal and external partners in developing proposals; aligns funding priorities with prospective federal, state, local and other grant opportunities; maintains partnerships with funders; provides technical expertise, research, analysis, and report writing to the Office of the Superintendent; provides grant writing technical assistance to partners; and provides expertise to support Santa Clara County Office of Education (SCCOE) events.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Provides grant preparation, budget development, grants submission, and grant management activities for SCCOE projects and projects that include collaborations between the SCCOE and other school districts, government agencies, or community partners.

Leads grant preparation representing the Office of the Superintendent, including convening partner meetings to develop projects aligned with RFA, allocating drafting of narrative sections to team members, performing needs assessment and demographic analysis, creating logic models and timelines, developing program budgets, writing final draft of submissions, demonstrating community endorsement, and submitting final applications.

Searches and monitors current Request for Applications and Request for Proposals from public and private funders; provides guidance to leadership and programs across the SCCOE regarding grant eligibility and grant development aligned with strategic goals; disseminates funding opportunities to internal and external stakeholders; coordinates responses across the SCCOE.

Initiates, develops, and maintains partnerships with funding organizations on behalf of the Office of the Superintendent to develop and manage assigned projects.

Provides technical expertise and assistance to the Superintendent, Cabinet, and internal and external partners regarding project status, structure, planning and execution.

Analyzes research data, internal and external report findings, trends in education, and community characteristics to support the strategy, project and information needs of the Superintendent, Cabinet, and senior leadership of the SCCOE.

Performs and supports the research, evaluation, report writing, and mandated activities of the Office of Superintendent as needed.

Leads technical assistance training for SCCOE staff and district partners around the grant process or specific grants as needed.

Supports SCCOE events through project management and technical assistance to implement the event plan.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal, state, and local regulations relating to public, private, and philanthropic grant development agencies.

Criteria for successful public, private, and philanthropic proposals.

County Office internal grant management practices.

County Office programs to facilitate resource development.

Grant forecasting, alignment of grant opportunities to funding priorities, grant writing, and reviewing grant proposals.

Report and grant writing techniques and practices.

Budget development for grant writing.

Interpersonal skills including tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, and deliver grant proposals, grant reports, and other program deliverables.

Initiate and manage communication and interaction with internal and external partners.

Plan and set agendas, conduct meetings, and make effective presentations.

Manage and improve processes and workflow.

Write clear, structured, articulate, and persuasive proposals.

Communicate effectively both orally and in writing.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Operate a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Utilize computer systems related to grant funding and development.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in education, business or public administration, social science, or other fields closely related to the job requirements and three years of professional-level experience in fundraising, development, community relations, or related field. Leadership experience in a K-12 public education setting preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of documents.
Dexterity of hands and fingers to operate a computer keyboard.

Approved by the Personnel Commission: January 8, 2014

Revised: June 9, 2021



Marisa Perry
Director – HR/Classified Personnel Services

Date: 06/09/21