

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: GRANT WRITER/RESEARCH ANALYST SPECIALIST

BASIC FUNCTION:

Under assigned supervision, plans, organizes, and delivers grant proposal development activities; supports the development of grant proposals and fundraising strategies for a variety of departments within the Santa Clara County Office of Education (SCCOE); serves as a resource in the areas of grants development, grants administration, and special events.

DISTINGUISHING CHARACTERISTICS:

This class is designed to prepare incumbents for promotional opportunities into higher levels of employment. Incumbents in this class are expected to support and perform grant activities throughout the grant lifecycle while developing their skills and ability to work independently.

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:

Supports and performs grant preparation, budget preparation, grant submission, and grant management activities for assigned projects.

Identifies grants and grant funders to increase funding at the SCCOE; performs project management, supports and executes the grant development process; supports relationships and communications with grant proposal partners; supports the grant process throughout the entire grant lifecycle.

Coordinates the internal review of proposal and report materials and incorporates feedback in a timely manner.

Serves as a project manager for the grants process, including providing administrative support such as coordinating meetings, maintaining files, and tracking deadlines.

Writes and prepares letters, invitations, general emails, and mailings; coordinates the distribution of correspondence to general funders.

Maintains accurate and timely records to reflect all grants activities including action tracking in grants management software.

Analyzes research data, internal and external report findings, trends in education, and community characteristics to support the needs of the SCCOE programs and grant proposals.

Supports event planning through project management and technical assistance to implement and execute the event plan.

Monitors and tracks grants as they move through the grant lifecycle within SCCOE; ensures details and associated files about the grant including, but not limited to grant status, stage, amount awarded, and reporting dates are updated and stored within the grant files and software.

Communicates with programs and provides technical assistance and support for questions and inquiries regarding general grant tracking or specific grants; maintains process documentation and trains staff on updates to the process.

Utilizes grants management and grantor management software to track details regarding funder, donor, and grantee stewardship, assuring data and information integrity; reviews data input for accuracy, and runs associated reports.

Communicates and meets with internal and external partners to coordinate proposal development activities; supports the preparation and presentation of proposals, reports, and findings.

Participates in the planning, creation, delivery, communication, and coordination of training and technical assistance regarding grant proposals, budget development, and other aspects of the grant lifecycle.

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

Operates a computer and assigned software; operates standard office equipment including a printer, copier, fax, scanner, projector, and others; drives a vehicle to various sites to conduct work.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Internal grant management practices.

SCCOE programs to facilitate resource development.

Report and writing techniques and practices.

Budget development practices.

Microsoft Excel, including pivot tables, filters, and charts at an intermediate level.

Microsoft Word to format narratives, reports, create sections and headers, and format tables at an intermediate level.

Google Suite and SharePoint webpage maintenance.

Methods of collecting and organizing data and information.

Mathematic calculations, including budgeting techniques.

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.
Communicate effectively both orally and in writing.
Be detailed-oriented to track grants and report on exceptions.
Be highly organized, keeping files/naming conventions for grants consistent and structured.
Learn, apply, and explain rules, regulations, policies, and procedures relevant to the position.
Analyze situations accurately and adopt an effective course of action.
Write with clarity, structure, articulation, and persuasion.
Effectively use word processing, database, presentation, spreadsheet, and other software programs.
Work independently with little direction.
Meet schedules and timelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree in education, business, public administration, social science, or related field and two years related experience including technical writing, project management and data analysis. Experience in a PK-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 Personnel Commission: September 20, 2023



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 9/20/23