

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT DIRECTOR – GRANTS AND PARTNERSHIPS

BASIC FUNCTION:

Under the direction of assigned administrator, manages the research, development, coordination, implementation, and assessment of fund development activities; provides expert technical, specialized, consultative, advisory, and planning services to individuals, teams, and collaborative partners; provides direction and leadership in the development and implementation of complex proposals, reports, and special events in support of the strategic plan; aligns funding priorities with prospective federal, state, local, and other grant opportunities; participates in creating the vision and strategies that drive the delivery of grant services as the grant expert for the County Office; manages external partnership functions; and supervises and evaluates the performance of assigned personnel.

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:

Manages grant activities and functions for the County Office and monitors grant development activities.

Manages external partnership functions for the County Office and monitors associated partnership initiatives.

Supervises and/or leads grant proposal development activities including planning, writing, budgeting, project management, collaborative partnerships, and submission of grant proposals to federal, state, local, and private funders.

Oversees the Grants, Partnerships, and Operations Department's project management system including planning, implementation, continuous improvement, and reporting.

Oversees grant forecasting and monitoring of Request for Applications and Request for Proposals from public and private funders; aligns funding priorities with prospective federal, state, local, and other grant opportunities; guides leaders and staff regarding grant eligibility and development aligned with strategic priorities; disseminates funding opportunities and other grant-related resources to personnel and external partners.

Formulates, develops, and administers policies, processes, and procedures related to grant and partnership protocols. Serves as an advisor and technical expert on grant programs, partnerships, events, and related matters recommending programmatic and budgetary structure for assigned projects and functions.

Develops and delivers grant-related workshops to train County Office personnel in writing and submitting

proposals, coordinating all aspects of workshops development and logistics; develops content for and maintains the Grants, Partnerships & Operations webpage, and intranet.

Provides technical expertise and assistance to the County Superintendent, Cabinet, leadership team members, staff, and external partners regarding project status, structure, planning, and execution.

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 County Superintendent, Cabinet, leadership team members, and staff regarding external partnerships.

Plans, organizes, and directs the preparation, planning, and execution of special events and meetings, as assigned, for small or large groups and any related materials which may occur beyond the normal work day or work week; participates in and provides support to a variety of advisory groups, committees, and sub-committees to collect and analyze necessary data for grant program improvement.

Serves as a resource to program representatives and the County Office; serves as liaison for special projects; serves as liaison between the external partners and school districts in the County; serves as a state and regional lead in assigned areas; serves on assigned task forces and committees.

Provides technical information and assistance to the Director regarding assigned functions; participates in departmental, divisional, and agency planning activities.

Develops funding prospect reports for SCCOE departments, advising on government and non-government funders.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop staff training opportunities; monitor performance evaluations according to established guidelines and procedures.

Oversees research regarding grant program design and evaluates the applicability of available grants to support program needs.

Prepares and maintains a variety of narrative and statistical reports, records, and files related to personnel and assigned activities.

Interprets the agency's and divisions' strategic plan and priorities, creating relevant goals and work plans for assigned areas.

Analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Participates in the preparation and monitoring of a diverse operations budget; applies and observes appropriate fiscal controls.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned, which may occur beyond the normal work day or work week.

OTHER DUTIES:

Perform 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 grant proposals.

County Office internal grant management practices.

Public sector contract and MOU structure and language.

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.

Ability to write clear, structured, articulate, and persuasive proposals.

Budget development for grant writing.

Strategic planning and goals analysis; organizational priority-setting; resource management; action plans; and monitoring and evaluation techniques.

Principles and practices of administration, supervision, and training.

Collect and assemble data and navigate assigned software systems.

Budget preparation and control.

Partnership concepts, terminology, and tools.

Oral and written communication skills.

Interpersonal skills including tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Represent the SCCOE in various complex multi-agency projects, performing project management and through collaborative project leadership.

Provide guidance to programs and leadership on planning, organization, and delivery of grant proposals, reports, and program deliverables.

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

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

Analyze situations accurately and adopt an effective course of action.

Develop and implement grants.

Research, develop, coordinate, implement, and assess staff development.

Direct and evaluate the performance of assigned staff.

Provide technical expertise and assistance to the Superintendent, Cabinet, and leadership regarding external partnerships.

Provide technical, specialized, consultative, advisory, and planning services.

Provide direction and leadership to interpret data in the development and implementation of strategic plans for grants, programs, departments, and divisions.

Define program objectives, establish metrics, monitor and evaluate progress, and manage projects

independently through a complete life cycle.
Serve as a resource to program representatives and the County Office.
Coordinate large professional development workshops and events.
Communicate effectively both orally and in writing.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate computer systems, software, and assigned office equipment related to grant funding and development.
Meet schedules and timelines.
Work independently with little direction.
Work in a fast-paced, entrepreneurial environment.
Deliver results in a timely and highly organized manner.
Maintain records and files.
Manage and improve processes and workflow.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records, and files related to assigned activities.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
Demonstrates emotional intelligence.
Models inclusive, effective, and authentic communication.
Applies knowledge of the intersectionality of race, equity, and inclusion.
Builds and sustains positive, trusting relationships.
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree in education, business, social work, public administration and five years of increasingly responsible leadership experience in fundraising or development, inclusive of grants. Leadership experience in a government agency or school district required. PK-12 public education experience 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.
Sitting or standing for extended periods of time.

Approved by Personnel Commission: September 20, 2023



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 9/20/23