

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: GRANT WRITER/ RESEARCH ANALYST, ASSOCIATE

BASIC FUNCTION:

Under the direction of assigned Director, leads, plans, organizes, and conducts grant proposal development activities; develops grant proposals and fundraising strategies for a variety of departments including the Superintendent, education departments, and others; serves as a resource in the areas of grants development, grants administration, and special 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:

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

Identifies, qualifies, cultivates, solicits, and stewards grants/funders to increase funding at the SCCOE; performs project management, leads the grant development process; establishes and maintains relationships with partners to coordinate information, resources, and activities among stakeholders; provides guidance regarding the grant process throughout the entire grant lifecycle.

Supports strategic partnerships with public, non-profit, and private organizations; assists in the development of memorandums of understanding and other external partnership agreements, as needed.

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 events through project management and technical assistance to execute the event plan.

Assists with ensuring that grant funded programs are in compliance with the grant terms and conditions; supports in receiving, reviewing, and processing financial and other status reports for funding agencies.

Monitors and tracks grants as they move through the stages within SCCOE both as a grantor and grantee; ensures details and associated files about the grant such as grant status, stage, amount awarded, and reporting dates are updated and stored with the grant.

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

Maintains grants management and grantor management software to track details regarding funder, donor, and grantee stewardship, assuring data and information integrity; runs associated reports, acknowledgements, and tracks related projects in the related software; provides technical assistance to staff in usage of related software and review data input for accuracy.

Provides quality and responsive development knowledge and skills to a variety of stakeholders including the Superintendent, school districts, and external partners; prepares and supports proposal and report development containing technical, descriptive, and analytical content.

Provides training and technical assistance support at teacher, campus, district, and county office levels regarding effective proposal development, reporting, and other projects as assigned, to assist with development activities, creating and delivering trainings and workshops.

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.

Meets with internal and external stakeholders to coordinate proposal development activities; prepares and presents proposals, reports, and findings to stakeholders and other interested parties.

Assists in training internal and external personnel in proposal and budget development, as needed.

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.

Report and grant writing techniques and practices.

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

Budget development for grant writing.

Intermediate knowledge of Microsoft Excel, including pivot tables, filters, and charts.

Intermediate knowledge of Microsoft Word to format reporting, create sections and headers, and format tables.

Knowledge of Google Suite and SharePoint web page maintenance.

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.

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: Bachelor's degree in education, business, public administration, social science, or related field and four years increasingly responsible experience in fundraising, development, community relations, or related field. 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: June 9, 2021



Marisa Perry
Director – HR/Classified Personnel Services

Date: 06/09/21