

Job Description

Job Title: Grant Writer
Position Code: 6E32
Job Classification: Exempt

Supervisor: Director of Corporate & Gov. Relations
Pay Grade: 35
Contract Length: 245

Job Summary

The position is responsible for securing new funding opportunities through the development of proposals and grant applications which support Newport News Public Schools' mission and strategic plan. The position will locate appropriate grants for ongoing, current or future projects and present this information to appropriate administration. This includes, but is not limited to, researching, identifying, developing, recommending, monitoring, and responding to public and private grant opportunities.

Essential Duties

1. Conduct research to identify new public and private funding opportunities and program areas to match district priorities; analyze sources to determine possible funding for specific projects and programs.
2. Work with multiple departments in the district to identify funding gaps and needs that could be satisfied with grant funding.
3. Gather information from appropriate departments to ensure conceptual understanding of a program for which funding is sought.
4. Locate appropriate grants for ongoing, current or future projects while working collaboratively with multiple departments and key leaders in the district.
5. Research, recommend and write proposals and funding applications as directed.
6. Write reports as required by local, state and federal government, foundations, and other funding/granting agencies.
7. Maintain grant information in the appropriate database(s). Complies with all grant reporting deadlines as required by grant organizations.
8. Serve as liaison to all funding agencies or organizations; maintain contact with funding organization during review of submitted proposal or grant application to provide additional support.
9. Maintain timelines for proposals and report back to funding sources in an accurate and timely manner. Monitor progress of funded proposals to ensure procedures are being followed.
10. Present grant findings and options to district leaders and department supervisors.
11. Ensure compliance with School Board policies and procedures regarding grants.
12. Model nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Bachelor's degree in business or other related field; or any equivalent combination of education and experience that would provide the noted knowledge, skills and abilities. Two years grant writing experience, with emphasis on federal and state grant writing preferred. Working knowledge of Microsoft Access, Excel, PowerPoint, and Word; Basic Statistics. Must possess the ability to collect, organize, analyze and interpret budget information, provide budgetary projections and prepare accurate reports. Superior written and verbal communication skills. Ability to follow oral and written direction of a technical nature, work independently under minimal guidance. Effective interpersonal and communication skills. Must possess the ability to establish and maintain effective working relationships with school administrators and staff.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Director of Corporate & Government Relations

This job description in no way states or implies that these are the only duties to be performed by this employee. The Grant Writer will be required to follow any other instructions and to perform any other related duties as assigned by appropriate administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date

Revised 03/19 CR