

JOB DESCRIPTION
San Diego County Office of Education

Manager, Grants (Grade 44)

Description

Under general supervision, coordinates the total grant program of the County Office, which includes identifying, developing, coordinating, reviewing, implementing, and evaluating all grants, grant proposals, and grant-funded projects. The Manager, Grants also assists school districts as needed to facilitate grant activities, which may include writing grant proposals. The Manager, Grants may supervise or provide functional direction to support staff.

Essential Functions

- Researches grant opportunities based upon the County Office's needs in support of the strategic goals and to help realize the shared vision.
- Identifies available funding sources, obtains Request for Proposal (RFP) information and materials, and disseminates information to stakeholders.
- Works with stakeholders to develop, formalize, and implement procedures and processes as needed to ensure that grant activities follow industry-standard norms.
- Maintains a file of grant concepts submitted by County Office and district personnel seeking funds and matching these ideas to available funding sources.
- Conducts research regarding the evaluation and efficiency of the instructional program and evaluates the applicability of available grants to support program needs.
- Coordinates responses to RFPs to ensure that, whenever possible, proposals are not in competition with each other.
- Writes and/or edits grant proposals.
- Reviews all grant proposals, prior to submission to the funding agency, for accuracy and completeness.
- Provides technical assistance, coordinates, and monitors grants in the areas of budget and operations, including the scheduling of training, selection of participants, and the monitoring and revision of goals and objectives; maintains data regarding grants and grant funding; and provides periodic reports to the County Office and to the funding agency.
- Coordinates and monitors the implementation of site-based and other grant projects to ensure that each grant project complies with established procedures and the requirements of the funding source.
- Trains staff in the implementation and evaluation of funded projects.
- Conducts training in grant writing.
- Evaluates, both formative and summative, grant programs as needed.
- Selects, supervises, trains, and evaluates assigned staff.
- Performs related duties as assigned

Other Functions

- Performs other related duties as assigned to ensure the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to apply district, state and federal policies and regulations as they relate to assigned activities; operate standard office equipment including pertinent software applications; prepare and maintain accurate records; analyze data to draw conclusions; prepare reports; model ethical behavior through honesty, adherence to principles, and personal accountability.

KNOWLEDGE is required of concepts, principles, and practices of grant development, writing, and acquisition; resource development; budget development and fiscal analysis; project management; federal, state, and local regulations related to grant funded programs; criteria for successful proposals; and applications of computer systems for grant funding and development.

ABILITY is required to develop and maintain long term relationships with personnel from internal departments and external agencies; communicate effectively, both orally and in writing; analyze situations accurately and exercise discretion in order to adopt an effective course of action; effectively manage and improve processes and workflow; stay current with knowledge of program rules, regulations, requirements, and restrictions; set work unit goals and align with organizational objectives; track and measure individual and work unit performance objectively and consistently; model communication and interaction that respects and includes all individuals and their languages, abilities, religions, and cultures.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. The job generally requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Five (5) years of direct experience in grant research, writing, and evaluation.

Education: Bachelor's degree with major coursework in business, communication, or related field.
Master's Degree highly desirable.

Equivalency: Any combination of education and experience equivalent to a bachelor's degree with major coursework in business, communication, or related field and five (5) years of direct experience in grant research, writing, and evaluation.

Required Testing

N/A

Certificates

Driver's License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 44

Personnel Commission Approved: March 21, 2018