

## Recovery School District-Job Description

**Job Title:** Grants Specialist

**Reports To:** Accountability/Grants Analyst Coordinator

### **Job Responsibilities:**

1. Prepares and submits all reports, budgets, requisitions, etc. relative to grants.
2. Identifies potential sources of funding from federal, state, and private sources and evaluates appropriateness of grant funding relative to District policies and goals
3. Works collaboratively with Accountability/Grants Analyst Coordinator and Finance Division to ensure processing of encumbrances, expenditures, in direct costs and grant reimbursements.
4. Evaluates adherence to district, sponsor, federal, and state policies governing funded projects by reviewing all proposals, contracts and other agreements submitted by personnel and staff.
5. Develops, recommends, and implements policies and procedures for the administration of grants, including the submission of applications, acceptance of awards, monitoring of project activities and expenditures, preparation of financial reports, complying with grantor and district terms and conditions.
6. Responsible for the overall development and management of the 21<sup>st</sup> Century Grant budget and the allocation of its resources in accordance with approved goals and objectives
7. Develops and continuously updates grant procedural manual.
8. Prepares grant applications and supporting documentation to ensure compliance with funding requirements
9. Coordinates with department administrators to identify district projects that are compatible with available funding sources.
10. Tracks status of proposals and provides additional information as required by the funding source.
11. Develops and maintains contacts with local, state, and federal funding agencies
12. Maintain records for grants ensuring compliance with applicable regulations and policies, including assisting with financial reporting.
13. Tracks grants and existing grant deadlines, monitors status of progress reports, and seeks continuation of grant funding for current programs
14. Maintains a positive, proactive relationship with community organizations; city officials, non-profit agencies; and other educational institutions to ensure full grant compliance and process efficiency.
15. Creates and distributes standards and special reports, studies, summaries, and analyses as required.
16. Assists in the scheduling of meetings and the development of timetables, proposal language, and deadlines to ensure compliance of grants as identified by the Accountability/Grants Analyst Coordinator.
17. Assists in the development of evaluation criteria and the collection and analysis of data to measure grant program effectiveness.
18. Attends meetings with officials of funding agencies to receive information and training in the areas of grant procurement and development as necessary.
19. Performs technical assistance to other proposal writers as needed.
20. Performs related duties as assigned

### **Qualifications/Minimum Job Requirements:**

