

Newburgh Enlarged City School District

**Job Description**

<b>TITLE:</b>	<b>Director of Grants</b>
<b>REPORTS TO:</b>	<b>Deputy Superintendent</b>

<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Masters Degree required</li> <li>• Grant writing experience required</li> <li>• Experience developing Educational Foundations preferred</li> <li>• Experience coordinating community resources to support schools</li> <li>• SDL required</li> <li>• Ability to coordinate overlapping projects &amp; deadlines required</li> <li>• Effective time management; ability to meet deadlines</li> <li>• Grant experience with early literacy focus preferred</li> <li>• Ability to effectively communicate across multiple stakeholder groups.</li> </ul>
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<b>JOB GOAL:</b>	<p><b><u>Primary:</u></b> To improve educational opportunities for students by procuring additional funding through external sources.</p> <p><b><u>Secondary:</u></b> To improve educational opportunities for students by coordinating and aligning community resources and partnerships to engage students and families in the educational system.</p>
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<b>DUTIES AND RESPONSIBILITIES:</b>	<ol style="list-style-type: none"> <li>1. Acquires grants.</li> <li>2. Primary grant writer; also organizes and leads grant writing teams.</li> <li>3. Coordinate and supervises the work of the department.</li> <li>4. Initiates relationships with businesses, CBO's and higher education institutions that leads to a focus on acquiring grants or funding.</li> <li>5. Works with school administrators to determine the needs of each individual school.</li> <li>6. Supports the work of Curriculum and Instruction and Family and Community Engagement through the liaisons assigned.</li> <li>7. Provides technical assistance to district staff to achieve a broader understanding of the student community and the enlarged community.</li> <li>8. Responsible for application development, budget development and finance management of the district consolidated application including state improvement grants.</li> <li>9. Writes and monitors NCLB Consolidated Grant (Title I, IIa, IIIa, LEP) and SED comparability reports, preparing necessary amendments.</li> </ol>
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<p><b>DUTIES AND RESPONSIBILITIES:</b></p> <p>continued</p>	<ol style="list-style-type: none"> <li>10. Coordinates non-public requirements under NCLB.</li> <li>11. Communicates with various constituent groups to provide materials and information on various school district programs and initiatives.</li> <li>12. Monitors fidelity of educational programs supported by grants.</li> <li>13. Provides quarterly reports on the expenditures.</li> <li>14. Supports community relations by working with the Superintendent's Office to recognize achievements of students and of Board of Education Members that may assist the acquisition of additional grant funding.</li> <li>15. Conducts internal reviews; actively seeking, identifying and recognize external opportunities that present viable funding streams &amp; match district priorities.</li> <li>16. Creates and maintains systems for dissemination concerning funding opportunities, application &amp; processes.</li> <li>17. Develops and maintains a process to monitor grant compliance</li> <li>18. Serves as liaison to all funding agencies or organizations, developing collaborative relationships with grant funding representatives.</li> <li>18. Conducts and coordinates grants research efforts including data collection, needs assessment and analysis.</li> <li>19. Stays current in relation to changing grant standards and proposal guidelines.</li> <li>20. Presents grant development training and information as required.</li> <li>21. Such other tasks and duties as determined by the Assistant Superintendent of Curriculum &amp; Instruction.</li> </ol>
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