

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT DIRECTOR – GRANTS AND PARTNERSHIPS

BASIC FUNCTION:

Under the direction of assigned administrator, manages the research, development, coordination, implementation, and assessment of funded development activities that provide opportunities that grant opportunities;

delivery of grant services as the grant expert for the County Office; manages external partnership functions; and supervises and evaluates the performance of assigned personnel.

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:

Manages grant activities and functions for the County Office and monitors grant development activities.

Manages external partnership functions for the County Office and monitors associated partnership initiatives.

Supervises and/or leads grant proposal development activities including planning, writing, budgeting, project management, collaborative partnerships, and submission of grant proposals to federal, state, local, and private funders.

Oversees the Grants, Partnerships, and Operations Department's project management system including planning, implementation, continuous improvement, and reporting.

Oversees grant forecasting and monitoring of Request for Applications and Request for Proposals from public and private funders; aligns funding priorities with prospective federal, state, local, and other grant opportunities; guides leaders and staff regarding grant eligibility and development aligned with strategic priorities; disseminates funding opportunities and other grant-related resources to personnel and external partners.

Formulates, develops, and administers policies, processes, and procedures related to grant and partnership protocols. Serves as an advisor and technical expert on grant programs, partnerships, events, and related matters recommending programmatic and budgetary structure for assigned projects and functions.

Develops and delivers grant-related workshops to train County Office personnel in writing and submitting

proposals, coordinating all aspects of workshops development and logistics; develops content for and maintains the Grants, Partnerships & Operations webpage, and intranet.

Attends and conducts a variety of meetings as assigned, which may occur beyond the normal work day or work week.

OTHER DUTIES:

Perform 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 grant proposals.

County Office internal grant management practices.

Public sector contract and MOU structure and language.

County Office programs to facilitate resource development.

Grant forecasting, alignment of grant opportunities to funding priorities, grant writing, and reviewing grant proposals.

Report and grant writing techniques and practices.

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

Budget development for grant writing.

Strategic planning and goals analysis; organizational priority-setting; resource management; action plans; and monitoring and evaluation techniques.

Principles and practices of administration, supervision, and training.

Collect and assemble data and navigate assigned software systems.

Budget preparation and control.

Partnership concepts, terminology, and tools.

Oral and written communication skills.

Interpersonal skills including tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Represent the SCCOE in various complex multi-agency projects, performing project management and through collaborative project leadership.

Provide guidance to programs and leadership on planning, organization, and delivery of grant proposals, reports, and program deliverables.

Initiate and manage communication and interaction with internal and external partners.

Plan and set agendas, conduct meetings, and make effective presentations.

Analyze situations accurately and adopt an effective course of action.

Develop and implement grants.

Research, develop, coordinate, implement, and assess staff development.

Direct and evaluate the performance of assigned staff.

Provide technical expertise and assistance to the Superintendent, Cabinet, and leadership regarding external partnerships.

Provide technical, specialized, consultative, advisory, and planning services.

Provide direction and leadership to interpret data in the development and implementation of strategic plans for grants, programs, departments, and divisions.

Define program objectives, establish metrics, monitor and evaluate progress, and manage projects

Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.

Approved by Personnel Commission: September 20, 2023



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 9/20/23