

personnel. 'supervises and evaluates the performance of assigned

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:

Plans, organizes, controls and directs grant preparation, budget development, grant submission and grant management activities for large County Office projects and projects that include collaboration between the County Office and other agencies; searches and monitors current Request for Applications (RFA) and Request for Proposals (RFP) from public funders; advises leadership on grant eligibility and future opportunities aligned with County Office strategy; oversees grant preparation including convening partner meetings to develop projects aligned with RFA, allocating drafting of narrative sections to team members; performing needs assessment and demographic analysis, developing program budgets, writing final draft of submissions, demonstrating community endorsement and submitting final applications.

Initiates, fosters, and coordinates strategic partnerships with public, non profit and private organizations; develops and recommends policies regarding officially recognized County Office partnerships; develops memorandums of understanding and other agreements as needed.

Develops and executes operational policies, processes, and/or procedures for effective post award grant programs and contracts management to ensure compliance with

assistance, and surfaces and addresses issues with Cabinet or senior leadership.

Oversees cultivation and engagement of individual gifts from donors and potential donors; manages staff for major gifts planning and fundraising strategy implementation for a portfolio of donors; works closely with the Cabinet and/or senior leadership to manage other projects that increase unrestricted giving growth, increase short and long term donor acquisition, and supports other priority giving initiatives.

Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs; resolves issues and conflicts and exchanges information; provides counsel and guidance to colleagues in areas related to program development and evaluation, grant development, and other areas, as needed.

Plans, organizes, controls, and directs priority special projects of the County Superintendent or designee; directs project coordination activities including developing and implementing work plans and coordinating with multiple programs, program directors and stakeholders; develops RFPs and contracts for contract services and oversees contract implementation.

Attends and conducts a variety of meetings with





Direct and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work



