

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: GRANT WRITER/RESEARCH ANALYST ASSOCIATE

BASIC FUNCTION:

Under the direction of assigned Director, leads, plans, organizes, and conducts grant proposal development activities; develops grant proposals and fundraising strategies for a variety of departments including the Superintendent, education departments, and others; serves as a resource in the areas of grants development, grants administration, and special events.

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:

Supports and leads grant preparation, budget development, grant submission, and grant management activities for assigned projects.

Identifies, qualifies, cultivates, solicits, and stewards grants/fundersto increase funding at the SCCOE; performs project management, leads the grant development process; establishes and maintains relationships with partners to coordinate information, resources, and activities among stakeholders; provides guidance regarding the grant process throughout the entire cycle. he0 0 10cD 0 Tcycle.0003>Tj /TT6 1 Tf558245



Provides quality and responsive development knowledge and skills to a variety of stakeholders including the Superintendent, school districts, and external partners; prepares and supports proposal and report development containing technical, descriptive, and analytical content.

Provides training and technical assistance support at teacher, campus, district, and county office levels regarding effective proposal development, reporting, and other projects as assigned, to assist with development activities, creating and delivering trainings and workshops.

Performs and supports the research, report writing, and mandated activities of the Office of the Superintendent as needed.

Operates a computer and assigned software; operates standard office equipment including a printer, copier, fax, scanner, projector, and others; drives a vehicle to various sites to conduct work.

Meets with internal and external stakeholders on development activities; prepares and presents proposals, and reports to interested parties.

Assists in training in proposal development, as needed.

OTHER DUTIES:

Performs related duties.

KNOWLEDGE AND SKILLS:

KNOWLEDGE OF:

Federal, state, and local regulations relating to public, private, and philanthropic development agencies.

Criteria for successful private, and philanthropic proposals.

County Office internal management practices.

County Office program state resource development.

Report and grant writing techniques and practices.

Ability to write clear, articulate, and persuasive proposals.

Budget development and reporting.

Intermediate knowledge of Microsoft Excel including pivot tables, filters, and formulas.

Intermediate knowledge of Microsoft Word to format reporting, create sections, headers, and format tables.

Knowledge of Google Sites for Pointweb page maintenance.

Interpersonal skills including communication, and courtesy.

Operation of a computer and office equipment.

ABILITY TO:

Plan, organize and manage proposal development program deliverables.

Initiate and manage



Work independently with little direction.
Operate a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Utilize computer systems related to grant funding and development.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in education, business, public administration, social science, or related field and four years of increasingly responsible experience in fundraising, development, community relations, or related field. Experience in a K-12 public education setting preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment

