SANTACLAR ACOUNTYOFFICE FEDUCATION

CLASSITLE:GRANTWRITERRESEAROHNALYSTASSOCIATE

BASICFUNCTION:

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

REPRESENTATIMETIES:

The following duties are examples of assignment sperformed by incumbent in this classification. It is not a totally comprehensive is to duties, nor is it restrictive regarding to assignments.

ESSENTIADUTIES:

Supportsand leadsgrant preparation, budget development, grant submission and grant management activities for assigned projects.

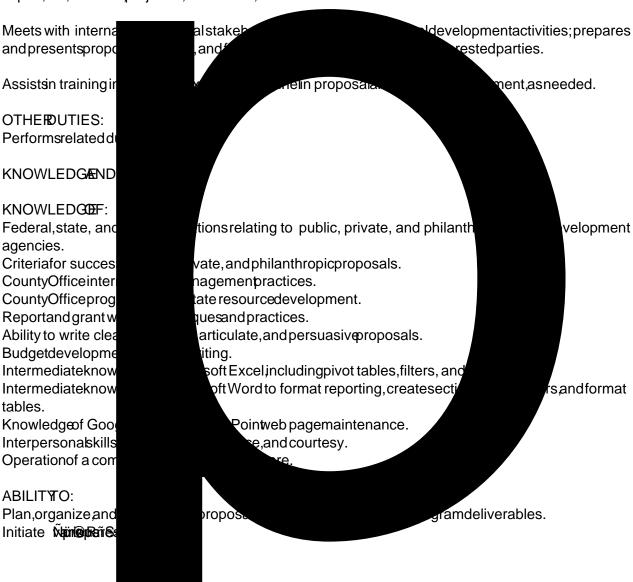
Identifies, qualifies, cultivates, solicits, and stewardsgrants/fundersto increasefunding at the SCCOE; performs project management, leads the grant development process; establishes and maintains relationships with partners to coordinate information, resources, and activities among stakeholders; provides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

Providesquality and responsived evelopment knowledge and skills to a variety of stakeholder sincluding the Superintendent, school districts, and external partners; prepares and supports proposal and report development containing technical, descriptive, and analytical content.

Providestraining and technical assistanc 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 Superintendents 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.



Workindependentlywith little direction.

Operatea computerand assigneds of tware.

Establishand maintain cooperative and effective working relationships with others.

Planandorganizework.

Utilize computer systems elated to grant funding and development.

EDUCATIONNDEXPERIENCE:

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

LICENSE/SNDC)THERREO	UIREMENTS:

ValidCaliforniadriver'slicense.

WORKING ONDITIONS:

ENVIRONMENT:

OfficeenviD