

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: GRANT WRITER/ RESEARCH ANALYST, SENIOR

BASIC FUNCTION:

Under the direction of the Director of Grants and Partnerships management activities for SCCOE projects and projects that include collaborations between the SCCOE and other school districts, government agencies,

or community partners.

Leads grant preparation representing the Office of the Superintendent, including convening partners/drafting performing needs assessment and demographic analysis, creating program budgets, writing final draft of submissions, demonstrating community endorsement, and submitting final applications.

Searches and monitors current Request for Applications and Request for Proposals from public and private funders; provides guidance to leadership and programs across the SCCOE regarding grant eligibility and grant development aligned with strategic goals; disseminates funding opportunities to internal and external stakeholders; coordinates organizations on behalf of the Office of the Superintendent to report findings, trends in education, and characteristics to support the strategy, project and information needs of the Superintendent, Cabinet and senior leadership of the SCCOE.

Performs and supports w0



Leads technical assistance training for SCCOE staff and district partners around the grant process or specific grants as needed.

Supports SCCOE events through project management and technical assistance to implement the event plan.

OTHER DUTIES:

Performs 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 proposals.
County Office internal grant management practices.
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.
Budget development for grant writing.
Interpersonal skills including tact, patience, and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, and deliver grant proposals, grant reports, and other program deliverables.
Initiate and manage communication and interaction with internal and external partners.
Plan and set agendas, conduct meetings, and make effective presentations.
Manage and improve processes and workflow.
Write clear, structured, articulate, and persuasive proposals.
Communicate effectively both orally and in writing.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
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: Master's degree in education, business or public administration, social science, or other fields closely related to the job requirements and three years of professional level experience in fundraising, development, community relations, or related field. Leadership experience in a K-12 public education setting preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.



WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of documents.
Dexterity of hands and fingers to operate a computer keyboard.

Approved by the Personnel Commission: January 8, 2014

Revised: June 9, 2021



Marisa Perry
Director – HR/Classified Personnel Services

Date: 06/09/21

