

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: GRANT WRITER/RESEARCH ANALYST SPECIALIST**

**BASIC FUNCTION:**

Under assigned supervision, plans, organizes, and delivers grant proposal development activities; supports the development of grant proposals and fundraising strategies for a variety of departments within the Santa Clara County Office of Education (SCCOE); serves as a resource in the areas of grants development, grants administration, and special events.

**DISTINGUISHING CHARACTERISTICS:**

This class is designed to prepare incumbents for promotional opportunities into higher levels of employment. Incumbents in this class are expected to support and perform grant activities throughout the grant lifecycle while developing their skills and ability to work independently.

**REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this class: activities for as



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.

Communicate effectively both orally and in writing.