

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER – GRANTS AND PARTNERSHIPS

BASIC FUNCTION:

Under the direction of Director - Grants, Partnerships and Operations, researches, develops, coordinates, implements, and assesses fund development activities; provides technical, specialized, consultative, advisory, and planning services to individuals, teams, and collaborative partners; provides direction and leadership in the development and implementation of proposals, reports, and special events in support of the strategic plan; aligns funding priorities with prospective federal, state, local, and other grant opportunities; serves as a grant expert to program representatives and the County Office; supervises and evaluates the performance of assigned personnel.

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:

Leads grant proposal development activities including planning, writing, budgeting, project management, collaborative partnerships, and submission of grant proposals to federal, state, local, and private funders.

Oversees grant forecasting and monitoring of Request for Applications and Request for Proposals

Serves as a resource to program representatives and the County Office; serves as liaison for special projects; serves as liaison between the external partners and school districts in the County; serves as a state and regional lead in assigned areas; serves on assigned task forces and committees.

Provides technical information and assistance to the Director regarding assigned functions; assists in the formulation and development of policies, procedures, and programs; assists with departmental, divisional, and agency planning activities.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions.

Prepares and maintains a variety of narrative and statistical reports, records, and files related to personnel and assigned activities.

Analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned, which may occur beyond the normal work day or work week.

OTHER DUTIES:

Perform 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 grant 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.

Ability to write clear, structured, articulate, and persuasive proposals.

Budget development for grant writing.

Principles and practices of administration, supervision, and training.

Collect and assemble data and navigate assigned software systems.

Budget preparation and control.

Oral and written communication skills.

Interpersonal skills including tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:
Lead

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.

Sitting or standing for extended periods of time.

Approved by Personnel Commission: August 10, 2022



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 8/10/22