

EDUCATIONAL GRANTS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent of Schools, an incumbent in this class is responsible for the procurement of federal, state, county and private non-reimbursable funds designed to enhance the quality of the educational services provided by the school district to its students. This is achieved by identifying potential funding sources, matching them with appropriate educational needs, formulating necessary procedures for the timely and accurate review and submission of proposals, and establishing the necessary control to effectively utilize the funding in compliance with grantor requirements. Extensive contacts are established with federal, state, county and private agency personnel as well as school district officials and school Board of Education members.

EXAMPLES OF WORK: (Illustrative Only)

Researches, recommends and applies for outside non-reimbursable funding for a school district's instructional programs

Conducts educational needs assessment in the community to identify areas where grant funded programs can enhance educational services;

Plans, implements, and evaluates programs for learning, teaching, assessment and professional development that meet identified needs, drawing from current educational research, original local designs, replicable models, as well as state and national initiatives;

Identifies potential funding sources to underwrite the costs of instructional programs that will meet identified needs through the analysis of competitive Requests For Proposals (RFPs), donor research, business connections and contacts;

Prepares and submits grant applications and proposal letters in a timely manner;

Develops programmatic budgets and monitors financial expenditures in accordance with spending guideline provided in the RFPs, as established in written agreements and contracts, as advised by donors and as stipulated by national and state agencies, including the Education Department's General Administrative Regulations (EDGAR);

Prepares financial reports which account for the use of funds raised and allocated for programs and initiatives, as well as program evaluation reports to apprise donors of a program's implementation and effectiveness;

Plans special events and solicits individual contributions to raise funds and in-kind resources from government, corporate and foundation resources;

Fosters a broad base of participation, consensus and ownership in the development, implementation and assessment of sponsored programs;

Apprises the School Board, Foundation Board and community "stakeholders" of fund-raising activities and "idea-raising" activities and works to encourage their involvement in these activities;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Observes the professional standards and codes of ethics established by the National Society of Fundraising Executives, the American Educational Research Association, and the Joint Committee on Standards for Educational Evaluation;

May use computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the policies, procedures and techniques involved in obtaining non-reimbursable funding; thorough knowledge of the educational objectives of the school district; ability to prepare written grant proposals and reports; ability to conduct needs assessment, educational research and evaluation; ability to develop guidelines and procedures for preparing and reviewing proposals; ability to evaluate grant proposals or sources in terms of identified needs; ability to maintain effective relationships with school district officials, School Board members, educators, parents, representatives from government, business and industry, and community-based organizations; ability to communicate effectively both orally and in writing; ability to lead discussions and make formal presentations; ability to manage multiple assignments and priorities; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound professional judgement; resourcefulness in the application of funds to district goals and needs; initiative; tact; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* and five (5) years of experience in fund raising, grant writing, grant procurement or coordination/administration of an educational grant program, which must have included responsibility for conducting needs assessment; program evaluation using educational research and evaluation methods, and budget development and control; or (b) a Master's Degree* in Educational Research or related field and four (4) years of experience as specified in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.