

SENIOR GRANT AND FUNDING SPECIALIST

DEFINITION

Plans, organizes, and supervises pre-award and post-award grant and funding activities such as grant research, grant proposal writing, financial oversight, and progress reporting.

TYPICAL DUTIES

Plans, organizes, and supervises the work of staff responsible for developing, preparing, and administering grant and funding applications and financial monitoring of grant funds.
Performs the complex grant and funding work related to grant application preparation, submission, evaluation, and financial monitoring and reporting.
Identifies and documents goals, objectives, timelines, and resources required for grant and funding programs, including staffing, supplies, and equipment.
Reviews and interprets grant and funding agency guidelines and regulations and advises staff regarding the policies and procedures of those agencies.
Networks and collaborates with local, State, and Federal funding agencies, non-profit organizations, foundations, community organizations, city officials, and other educational institutions to ensure full grant compliance and identify potential grants and funding opportunities.
Assists in developing evaluation criteria, metrics, and reporting systems to measure and ensure grant program effectiveness and compliance with local, State, and Federal agency requirements.
Assists in developing bids, Request for Proposals, and other contracting mechanisms to implement Grant and funding requirements.
Creates and distributes standard and special reports, studies, summaries, and analyses, as needed.
Creates, maintains, and delivers training materials and presentations for staff.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Grant and Funding Specialist plans and supervises the work of staff engaged in grant and funding activities.

A Grants and Funding Program Manager manages grant budgets and applications for Federal, State, and private funds, and monitors the identification, application, implementation, and expenditure of grant funds and program evaluation activities.

A Grant and Funding Specialist researches and prepares grant proposals for a division or divisions for approval by a division administrator.

SUPERVISION

General supervision is received from a Grants and Funding Program Manager or higher-level administrator. General supervision is exercised over Grant and Funding Specialists and lower-level professional, technical, and support personnel.

CLASS QUALIFICATIONS

Knowledge of:

Relevant State and federal rules, policies, procedures, and laws
Concepts, principles, techniques, and practices of grant development and writing
Grant and funding sources, application preparation, monitoring and evaluation methods, and re-application processes
Grant and funding terms and conditions
Spreadsheet, database, word processing, and graphics computer software programs
Basic statistics including data collection and sampling techniques
Basic principles and practices to develop grant and program budgets, examine and analyze expenses and fiscal documents and to review and develop audit trails
Basic accounting, budget preparation and control procedures
General automated and manual procedures and systems utilized in work places to deliver services
Training methods and staff development programs
Disciplinary processes and procedures
Supervisory techniques

Ability to:

Synthesize ideas and implementation plans and present them in clear, concise prose
Organize and present supporting documentation in the manner prescribed by funding sources
Use spoken and written English effectively in contacts with individuals and groups
Plan and organize work to meet deadlines
Interpret, summarize, and recognize the implications of complex documents
Devise methods and procedures for obtaining a variety of data
Analyze data and draw logical conclusions
Work effectively with District personnel, representatives of other organizations, and the public
Conduct oral presentations and represent the department before committees, organizations, and agencies
Guide staff and provide leadership on staff projects as needed
Plan, deliver, and evaluate employee training programs
Make effective evaluations of subordinates' performance

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business, public administration, non-profit management, communications, education, or one of the behavioral sciences. A master's degree in the above-mentioned areas may substitute for up to two years of the required experience.

LAUSD experience working with grants or other funding programs beyond the required experience may be substituted for the required college education on a year-for-year basis for up to two years of the required education if proof of graduation from high school or evidence of equivalent educational proficiency is provided.

Experience:

Four years of experience in performing grant and funding application, proposal, or financial activities, including research, coordination and development, preferably for an educational institution or public agency. Experience in supervision or work direction is preferable.

Special:

A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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