

GRANT AND FUNDING SPECIALIST

DEFINITION

Performs a wide variety of research, coordination, and development activities for funding application proposals; monitors grant-funded projects; prepares necessary documentation and correspondences; develops and writes proposals, and performs administrative support tasks.

TYPICAL DUTIES

Identifies potential sources of funding from federal, State and private sources and evaluates appropriateness of grant funding relative to District policies and goals.

Prepares grant applications and proposals and supporting documentation to ensure compliance with funding requirements.

Develops ongoing criteria and methodology for establishing compliance of rules and regulations.

Researches federal, State, and local rules, guidelines, and procedures to comply with grant regulations in part by detecting early signs of non-compliance and acting accordingly to remedy the issues.

Reconciles grant accounts and monitors related expenditures including payroll, purchase orders, transfers, and payments; and conducts closeout procedures for grant agreement.

Confers and collaborates with District accounting and financial offices to ensure appropriate financial postings to grants are maintained.

Coordinates with department administrators to identify District projects that are compatible with available funding sources.

Tracks status of proposals and provides additional information as required by the funding source.

Develops and maintains contacts with local, State, and federal funding agencies.

Maintains records for grants ensuring compliance with applicable regulations and policies, including assisting with financial reporting.

Tracks existing grants deadlines, monitors status of progress reports, and seeks continuation of grant funding for current programs.

Works with the appropriate personnel to expedite internal processing of proposals.

Maintains a positive, proactive relationship with other District departments, community organizations, city officials, non-profit agencies, and other educational institutions to ensure full grant compliance and process efficiency.

Creates and distributes standard and special reports, studies, summaries, and analyses, as required.

Assists in the scheduling of meetings and the development of timetables, proposal language, and deadlines to ensure timely grant submission.

Assists in the development of bids, Requests for Proposals, evaluation criteria, contracts, and the collection and analysis of data to measure grant program effectiveness.

Assists with analyzing and evaluating sites and services in determining eligibility in relationship to federal, State, and District policies and regulations.

Attends meetings with officials of funding agencies to receive information and training in the areas of grant procurement and development as necessary.

Assists with preparing revenue projections, financial reports, and various budget reports.

May conduct site visits to determine and maintain grant eligibility.

May develop business and compliance work flow process for E-Rate best practices and provides training to staff.

May survey other district and eligible organizations to learn methods and procedures for problem

solving and process efficiencies for possible application to District operations.
May construct, update, and maintain department website and forms using common software.
May provide technical assistance to other proposal writers as needed.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

A Grant and Funding Program Manager is responsible for managing grant funding processes, grant identification and preparation, program monitoring, preparation of compliance reports, and program evaluation activities.

SUPERVISION

General supervision is received from an administrator, a Grant and Funding Manager, or designee. Work direction may be exercised over clerical employees as assigned.

CLASS QUALIFICATIONS

Knowledge of:

Relevant State and federal rules, policies, procedures and laws
Concepts, principles, techniques, and practices of grant development and writing
Grant acquisition techniques
Grant terms and conditions
Spreadsheet, database, word processing, and graphic computer software programs
Basic statistics including data collection and sampling techniques
Basic principles and practices of budget development and implementation
Techniques for collecting or producing basic mapping or demographic data.

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 legislation and 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
Operate an office computer
Synthesize ideas and implementation plans and present them in clear concise prose
Organize and present supporting documentation in the manner prescribed by funding sources
Conduct presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in communications, education, business, public administration, or a related field.

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:

Two years of combined experience in the analysis, interpretation, and communication in any of the following: 1) contractual, legal, or regulatory requirements; 2) funding compliance requirements; or 3) large data set validations. Experience in grant proposal writing, grant application preparation, or research for or within education institutions or public agencies is preferred.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

The 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.

Revised
06-06-2024
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