



## **DIRECTOR I – GRANT DEVELOPMENT**

### **Certificated Job Description**

#### **IMMEDIATE SUPERVISOR:**

Associate Superintendent, Management Services

#### **ESSENTIAL FUNCTIONS:**

1. To research, develop, coordinate, and write grant applications that meet the Kern County Superintendent of Schools Office strategic plan.
2. Work closely with business community; cultivate partnerships that foster innovative educational opportunities.
3. Create a fund development plan that supports all KCSOS divisions by coordinating a variety of educational areas and programs.
4. Work in conjunction with division staff to research, develop and write grant applications.
5. Provide a clearinghouse of funding information via a web page and resource center with all necessary online tools.
6. Create an archive of successful grant applications and resources for the Kern County Superintendent of Schools.
7. Train and build capacity in grant writing within KCSOS and as appropriate for school districts and partners.
8. Identify and cultivate community and business partnerships which support approved objectives.
9. Develop and supply memoranda of understanding (MOU) and or letters of agreement (LOA) for grant partnerships and grant applications as needed.
10. Work with KCSOS Research Services to develop grant evaluation frameworks and identify evaluation experts and appropriate tools to measure grant outcomes.
11. Coordinate with KCSOS Administration and Finance Department to develop grant applications that are fiscally sound and seek final grant budget approval.
12. Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **A. Personal Qualifications:**

1. Knowledge of budgeting and administrative principles.

2. Knowledge of evaluation and design principles.
3. Knowledge of personnel management policies and procedures, including legal guidelines and restrictions.
4. Knowledge of curriculum and instructional design required.
5. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
6. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Ability to write effectively, rapidly and under the pressure of tight deadlines.
2. Ability, agility and flexibility to work on numerous major projects simultaneously.
3. Work harmoniously with a wide variety of people.
4. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

## **TRAINING AND/OR CREDENTIALS**

A. Education:

1. Administrative Credential.
2. Bachelor's degree/Master's preferred.

B. Experience:

1. Minimum of five years experience in grant development with a successful track record in federal and state educational funding.
2. Experience in fund raising and development of school/business partnerships.

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