



GRANT WRITER SENIOR GRANT WRITER

BASIC FUNCTION

Under general direction, identify, define, and develop funding sources to support existing and planned program activities; coordinate the development, writing, and submission of grant proposals to third-party entities; support staff and administration in developing proposals; collect, analyze and report data on the performance of program activities funded by third-party public and private sources.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Conduct general-to-complex research to identify funding opportunities and new program areas to match District priorities; develop and respond to government, corporate, foundation and private funding prospects. “E”
- Work closely with District staff to develop and transform ideas into grant proposals; interact with stakeholders involved in grant-funding activities; serve as liaison with program staff to gain complete understanding of the programs in order to deliver proposals designed to maximize grant awards. “E”
- Lead, and/or participate in dialogues with District leaders to ensure grant proposals and activities are supported and approved, aligned with District priorities and are appropriately prioritized. “E”
- Facilitate, prepare, review and edit grant proposals and applications; generate revenues for District programs and services through timely submission of well-researched, well written and well-documented grant/fund-raising proposals. “E”
- Maintain comprehensive knowledge of particular areas involved in identifying and soliciting grants; coordinate project activities; prepare and process letters, correspondence and presentation materials. “E”
- Generate proposals and supporting documents in response to solicitations; create and maintain funding opportunity and grantor agency databases, activity tracking systems, and related files. “E”
- Maintain and implement funding calendar activities, submit progress reports to funding agencies and institutions; maintain contact with funding organizations upon completion of grants to effect positive relationships which may afford future grant-funded opportunities. “E”
- Serve as a point-of-contact and/or liaison with designated contractors and consultants to support grant processes and activities; determine and communicate contractor and consultant project priorities, timelines, deadlines and expectations; facilitate effective communications between contractors, consultants and District stakeholders to ensure grants and grant proposals meet District objectives. “E”
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Prepare a variety of presentations, reports and correspondence regarding grants’ status, compliance activities and/or issues; prepare and maintain a variety of extensive and detailed documents, files and related records. “E”

- May provide leadership, training, work direction and guidance to designated staff; may supervise the performance of assigned staff, including interviewing, selecting, evaluating and training employees; recommend transfers, reassignment, termination and disciplinary actions, as appropriate.
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

Both the Grant Writer and Senior Grant Writer are responsible for preparing the necessary documents needed in order to secure grant money from governments or foundations that provide grant funds to Pre K – 12 public schools. Both levels are dedicated to developing proposals, writing project descriptions, compiling other information required by grant makers, submitting grant applications, tracking and monitoring receipt and use of funds, tracking the progress of grants that have been received and providing post-project reports required by the grantor. The levels are differentiated by the added requirements of the Senior Grant Writer to lead the division's grant writing activities, directly supervising grant writing staff, and assuming leadership and overall responsibility over the more complex, sensitive and challenging grants related activities.

EMPLOYMENT STANDARDS

Knowledge of:

Knowledge of federal grant guidelines

Writing and research skills

Written and verbal communication skills

Principles, practices, tools and techniques of grant solicitation.

Principles and practices of grant writing and research methods applicable to the grant writing process.

District organization, operations, policies and objectives.

Techniques and principles of high-quality customer service.

Internal consulting concepts and practices.

Current technologies, statistical, financial, budgeting, spreadsheet, word processing and presentation software used in developing and monitoring District grants and funds accounting.

Effective written communication and presentation techniques.

Ability to:

Prepare, oversee, analyze and monitor assigned grants.

Develop information into grant proposals.

Codify ideas into coherently written text.

Serve as point of contact, liaison and work collaboratively with District leaders, contractors, grant requestors and other stakeholders in various disciplines throughout the District.

Work independently and manage time effectively.

Pay attention to detail and maintain accurate records.

Prepare and interpret complex grant requirements, requests, submittals, status statements.

Organize and present clear and concise reports.

Understand, interpret, apply and explain processes, procedures, rules, regulations related to private, local, State and federal grants.

Provide internal consultation services.

Supervise and evaluate the work of others, as classification appropriate.

Adapt to changing work priorities while meeting rigid timelines and deadlines.

Model ethical behavior and communicate high expectations of ethical behavior to others.

Maintain confidentiality of highly sensitive information.

Act judiciously under pressure.

Communicate effectively both orally and in writing.

Operate a variety of office machines, technologies and software.

Education, Training and Experience:

The Grant Writer requires a Bachelor’s degree in English, Communications, Education or a related field and one (1) year of demonstrated success in sourcing, soliciting, writing, monitoring and accounting for grants’ funds in a public agency is required. Experience in a public Pre K – 12 school district is desirable.

The Senior Grant Writer requires a Bachelor’s degree in English, Communications, Education or a related field and three (3) years of demonstrated success in sourcing, soliciting, writing, monitoring and accounting for grants’ funds in a public agency, is required. Additionally, one (1) of the 3 years of required experience must have included serving in a lead or supervisory role. Experience in a public Pre K – 12 school district is desirable.

Any other combination of training and experience which demonstrates the applicant is likely to possess the required skills, knowledge and abilities may be considered.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in an office environment.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office; dexterity of hands and fingers to operate a computer keyboard and other technologies and office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Exempt
Bargaining Unit: N/A
Salary Grade: GW-25; Senior GW - 33

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Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.
Board of Education Policy 1.80.020-P