
BOARD AGENDA ITEM

Information/Discussion _____
Future Action _____
Action X

Item: Director of Grants and Strategic Partnerships

Submitted by: Chris Glass/Dave Rodgers

Recommended by: Ron Koehler

Date: 4/5/2023
Board Meeting Date: 4/17/2023

RECOMMENDATION:

It is recommended the board approve a Director of Grants and Strategic Partnerships position. This position is a 260 day non-union professional position that reports to the Assistant Superintendent of Legislative and Organizational Affairs.

BACKGROUND:

Kent ISD is a local educational service agency that partners with our schools and communities to provide enhanced and equitable opportunities to enrich the experiences and achievements of our learners. An important component of this work is grants to advance our mission and vision through expanded services.

As we analyze our current needs and project future demands we will need additional leadership and capacity. The Director will provide coordinated leadership and oversight to the grants and auxiliary funding initiatives of Kent ISD and district partners.

This position will lead the development and growth of a shared grant services model for existing partner districts (Kent Intermediate School District, Muskegon Area Intermediate School District), identifying opportunities to expand support and collaboration across the West Michigan region.

JOB DESCRIPTION

POSITION: DIRECTOR of GRANTS & STRATEGIC PARTNERSHIPS

SALARY RANGE: 260 Day – Grade 9 Non-Union Professional

EXPECTED START DATE: July 1, 2023

REPORTS TO: Assistant Superintendent of Legislative and Organizational Initiatives

SUMMARY: Provide leadership, planning, application, coordination and oversight for a range of grants and supplemental funding sources. Leads each partner district(s) processes to research, consider, secure, and manage external funding opportunities through state and federal government agencies and public/private foundations for the benefit of the district and constituent districts. The position also contributes to initiatives that support Kent ISD goals, student services and professional growth.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in a field that is relevant to the duties of the position, Master's Degree preferred
2. Evidence of successful experience and knowledge of grant review, grant application, grant administration and supporting those who implement funded initiatives
3. Comprehensive understanding of public education funding and the applicable MDE and/or Treasury compliance requirements pertaining to grants and sources of supplemental funding
4. Demonstrated understanding of PreK-26 educational programs and instructional / non-instructional services that may be enhanced or supplemented by grant funding
5. Commitment to collaborating with districts leaders to maximize the coordination, allocation, impact and results of all funding sources, public and private
6. Must have the ability to organize disparate sources of information and data into a coherent message and grant application.
7. Must have the ability to create and maintain relationships with education, government, philanthropic and business leaders.
8. Experience establishing and maintaining professional working relationships with direct reports, administrative colleagues, and external partners
9. Excellent verbal and written communication skills, including presentations to stakeholder groups
10. Ability to exercise considerable tact and courtesy in frequent contact with the public and establish and maintain effective and collaborative working relationships as necessitated by work responsibilities
11. Commitment to seeking, considering and exploring innovative sources of funding in consultation with district leaders
12. Knowledge of innovative program design and instructional best practices
13. Knowledge of how auxiliary funding sources can further continuous improvement and strategic planning initiatives
14. Commitment to data-driven decision-making
15. Ability to effectively plan and manage grant and auxiliary funding budgets
16. Ability to consistently conduct the responsibilities of the position in accordance with all District policies and applicable laws
17. Ability to effectively and efficiently utilize, manage and implement a variety of technology
18. Demonstrated problem solving and analytical skills, with exceptional attention to detail
19. Ability to develop, recommend and implement plans that support long term goals and objectives

20. Excellent organizational, planning and time management skills
21. Evidence of experience in effectively managing a process of sustained change
22. Experience in program curriculum (preferred)
23. Team player, dedicated to the goals and initiatives of Kent ISD

PRIMARY RESPONSIBILITIES: (the responsibilities listed may be subject to change over time consistent with the needs of Kent ISD)

1. Responsible for providing coordinated leadership and oversight to the grants and auxiliary funding initiatives of Kent ISD and district partners.
2. Establish short-term and long-range grant funding plans for each partner district (Kent Intermediate School District, Muskegon Area Intermediate School District) consistent with the goals and objectives of the district.
3. Lead the development and growth of a shared grant services model for existing partner districts (Kent Intermediate School District, Muskegon Area Intermediate School District), identifying opportunities to expand support and collaboration across the West Michigan region.
4. Lead district efforts to analyze available grants and funding sources, communicate and match funding to district needs, and develop strategies and partnerships necessary to compete for funding.
5. Provide the leadership, expertise, and coordination among district leadership, constituent districts, and other pertinent community partners to attain grants.
6. Oversee the district's grant research, internal review/approval, application development, and grant management processes.
7. Manage the districts' use of a grant management system to monitor and track grant activities and outcomes, providing technical assistance for staff in the use of the system for purposes of document retention and reporting.
8. Acquire and maintain current information relative to rules and regulations of public and private funding agencies and foundations, working closely with district finance staff to provide technical assistance to pertinent personnel on grant management requirements.
9. Develops and maintains a positive working relationship with local, state, and federal officials to promote successful grant development.
10. Leads District-wide efforts in seeking collaborative grant resources for projects of educational significance.
11. Implement program progress monitoring measures the impact and effectiveness of funded projects, where appropriate
12. Submit any necessary grant reporting while maintaining all required documentation as required under applicable grant rules, policy and/or laws
13. Lead and/or facilitate a range of meetings, conferences and training as determined by the administration in conjunction with this position
14. Work closely with the Leadership Team making recommendations and providing updates on funding initiatives and decisions impacting those projects and programs
15. Provide periodic Board of Education presentations and updates, as requested
16. Develop and maintain collaborative partnerships with MDE and the university partner(s)
17. Collaborate with Human Resources on matters pertaining to legal, policy, collective bargaining implications of projects or proposals
18. Conduct the work in a manner that ensures collaboration and coordination within Kent ISD, as well as with local and regional partners
19. Work closely with the Business Office on all aspects of budget development and fiscal management
20. Maintains regular and consistent employee attendance
21. Other duties and responsibilities as assigned by the Assistant Superintendent of Legislative and Organizational Initiatives