

Grant Manager

General Definition of Work: The Grant Manager is responsible for the comprehensive management of the district's grant acquisition and compliance efforts. This pivotal role involves identifying potential funding opportunities, developing and writing compelling grant proposals, ensuring adherence to all grant regulations and reporting requirements, and fostering strong relationships with funding agencies and internal stakeholders. The Grant Manager plays a crucial role in securing external resources to support strategic district initiatives, enhance educational programming, and provide innovative opportunities for all students. This position will report directly to the Superintendent and Finance & Operations Director.

Essential Functions:

- Grant Identification & Development:
 - Researches, identifies, and evaluates prospective grant opportunities from federal, state, local, corporate, and private foundation sources that align with the district's mission, vision, and strategic goals.
 - Maintains an organized database of potential grants, submission deadlines, and grantor requirements.
- Proposal Writing & Submission:
 - Develops and writes persuasive, well-researched, and clear grant proposals, narratives, project descriptions, and detailed budgets.
 - Collaborates effectively with district leadership, school administrators, teachers, and department heads to gather necessary data, define project scope, and ensure all proposals meet grantor guidelines and district needs.
 - Manages the timely and accurate submission of all grant applications, ensuring compliance with all specified procedures.
- Grant Management & Compliance:
 - Oversees awarded grants, ensuring strict adherence to all federal, state, and grantor regulations, terms, and conditions throughout the grant period.
 - Works closely with the Business Office to monitor grant budgets, track expenditures, and ensure financial accountability and accurate reporting.
 - Establishes and maintains comprehensive record-keeping systems for all grant-related documentation.
 - Stays current with evolving grant regulations, compliance mandates, and funding trends to ensure district practices remain current.
- Collaboration & Communication:
 - Serves as the primary liaison and point of contact for external funding organizations and internal district personnel regarding all grant-related inquiries.
 - Facilitates and leads meetings, workshops, and training sessions to educate district staff on grant opportunities, best practices in proposal development, and grant compliance.
 - Builds and nurtures collaborative relationships with funding entities, community partners, and relevant agencies.
- Reporting & Evaluation:
 - Prepares and submits accurate, comprehensive, and timely progress reports, financial reports, and final evaluations to grantors as stipulated by grant agreements.
 - Collaborates with program implementers to collect and analyze data, assessing the effectiveness and impact of grant-funded projects and ensuring outcomes align with original objectives.

Education and Experience:

- Bachelor's Degree in Education, Public Administration, Business Administration, Communications, English, or a closely related field required, Master's Degree preferred.
- Minimum of 3-5 years of demonstrated experience in grant writing, grant management, or a similar role focused on securing external funding.
- Prior experience in a public school district or non-profit educational organization highly desirable.
- Proven track record of successful grant awards from federal, state, or private foundation sources.
- Familiarity with federal and state educational grant programs and compliance requirements (e.g., ESSA, IDEA) is a significant asset.

Knowledge, Skills and Abilities:

- Exceptional written and verbal communication skills, with a superior ability to articulate complex ideas clearly and persuasively.
- Strong research, analytical, and critical thinking skills to identify opportunities and assess program effectiveness.
- Highly organized, meticulous attention to detail, and proven ability to manage multiple projects, competing priorities, and strict deadlines simultaneously.
- Excellent interpersonal skills to build rapport and foster collaboration with diverse stakeholders.
- Proficiency in budget development, financial tracking, and reporting.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with grant management software or databases.
- Ability to work effectively both independently and as a contributing member of a team.