

EDUCATIONAL GRANT SPECIALIST

Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered university with a Masters Degree; **OR**
- (b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) professional experience in the development, administration or analysis of programs or projects; **OR**
- (c) Any equivalent combination of training and experience as described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for performing research to determine the availability of grants, writing grant proposals, procuring and monitoring any public/private competitive and non-competitive educational grant funds that may be available to participating school districts for programs of interest to, and supported by, the district(s). An employee in this class performs professional level work in identifying possible funding sources to develop programs that may be available to the District. In addition to identifying funding sources, it is necessary that the incumbent be able to document existing or new programs and write grant proposals for submission to public/private sector funding sources. The purpose of the proposal is to explain the proposed program's focus, identify the means necessary to accomplish the goal, and the dollar amount necessary to effect a successful conclusion. As a result, it is important that the employee possess the ability to develop funding sources and contacts as necessary to facilitate the process of grant procurement. Upon receipt of the grant, the employee functions, not as the administrator, but as the fiscal monitor of the grant money to ensure that it is being used for its intended purpose. The incumbent works under the general direction of a School District Administrator with wide leeway allowed for the exercise of independent judgment. Performance is measured in part by success in acquiring grant funding. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (The following work activities are listed as examples only, and in no event shall an employee be limited to only the examples listed below)

- Initiates and researches sources for possible funding available for pilot educational projects and programs that are not currently operational or may be threatened due to lack of monies within the budget;
- Utilizes a variety of resources for researching private/public institutions, corporations, or foundations who fund educational projects (i.e., foundation directories, newsletters, the Internet, RFPs, etc.)
- Corresponds with such sources to determine general availability of funds and the focus of programs for which monies are available;
- Maintains a relationship with contacts for present and future use;
- Determines, through personal contact with government/school district officials/officers, which program areas are lacking in development due to insufficient local public monies;
- Brings these various program areas into focus and determines which could potentially benefit through grant availability and development;
- Develops an outline of the areas in which programs might be needed, including the purpose, how it is to be set up, obtained, what staffing may be necessary to affect its success, the amount and breakdown of monies necessary to bring the program to its successful conclusion, monitoring the program through an evaluative tool that will serve to enhance the project and ensure continuation of funding;

- Shepherds the grant in a manner calculated to insure its success;
- Maintains continued contact with public/private not-for-profit agencies responsible for program administration to insure fiscal compliance;
- Assists with the preparation of a final narrative report on completed program success/failure based upon conversation, narrative status reports and observation of the program;
- Where appropriate, makes recommendations to administration on areas in which grant applications may be favorably received;
- Discusses with various government/school district officials the grant opportunities are available;
- Attends public meetings as departmental resource to determine areas of public concern for programs and relates this to administration;
- Prepares reports and conducts special projects as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of grants preparation, educational principles and practices;
- Working knowledge of the sources for funding in the area of the public corporations, funding foundations and similar institutions;
- Working knowledge of the principles and practices used in grant proposal application and the administration of grants;
- Ability to gather data, prepare and present the data in a clear and concise manner, analyze the data and draw appropriate Conclusions;
- Ability to prepare and present written and verbal material in a narrative format;
- Ability to prepare detailed reports and to support recommendations;
- Ability to conduct interviews for the purpose of obtaining information and to establish and maintain effective working relationships with public, private, corporate, industrial and not-for-profit agencies and their representatives;
- Ability to read, understand and interpret a wide variety of complex narrative material;
- Ability to express oneself effectively, both orally and in writing;
- Resourcefulness, initiative, creativity, and tact are required;
- Physical condition commensurate with the demands of the position.