

JOB DESCRIPTION

**TRENTON
BOARD OF EDUCATION
MANAGER
GRANT DEVELOPMENT MANAGER**

JOB TITLE: GRANT DEVELOPMENT MANAGER

REPORTS TO: Special Assistant for Performance and Accountability

SUPERVISES: N/A

NATURE AND SCOPE OF JOB:

To develop a strategic approach for seeking and securing federal, state, local and private funds to support the mission and vision for the children of Trenton; to plan and implement grant programs from their application to approval and utilization; and manage all federal, state, local, public and private grant funding provided to the District.

QUALIFICATIONS:

The Grant Development Manager shall:

1. Hold a minimum of a Bachelor's Degree from an accredited college or university.
2. Have a minimum of three to five years professional experience in nonprofit development, communications or journalism.
3. Superior written and verbal communications skills.
4. Outstanding ability to synthesize large amounts of information into compelling narratives.
5. Excellent meeting facilitation skills.
6. Knowledge and /or experience in the education field preferred, especially program and proposal development.
7. Outstanding organizational skills and attention to detail.
8. Ability to work independently and as part of a team.
9. Proven ability to meet and complete multiple deadlines and tasks.
10. Demonstrated flexibility, creativity and collaborative working style.
11. Have excellent integrity and demonstrate good moral character and initiative.
12. Demonstrate the ability to communicate effectively in English both orally and in writing, including Standard English usage, grammar and vocabulary.
13. Demonstrate the ability to use technology for word processing, data management, presentations and telecommunications.
14. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
15. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education in accordance with N.J.A.C. 18A:6-7.1.
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation in accordance with N.J.A.C. 6:3-4A.4.
17. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
18. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

EMPLOYMENT TERMS:

The Grant Development Manager shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits and leave time as specified for a confidential employee.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Grant Development Manager shall:

1. Monitor websites regularly for funding opportunities and announcements, providing recommendations on District eligibility and alignment of opportunities with District needs and priorities.
2. Manage multiple stakeholders and complex grant development process, applying knowledge of educational content areas, District priorities and proposal requirement to ensure that proposed strategies meet District needs while complying with grant guidelines.
3. Establish operational objectives, work plans, timelines and assignments for proposal development, determining how to use resources to meet objectives and schedule and collaborate with appropriate District staff and external partners.
4. Write grant proposals and compete for external funding, to include all facets of grant preparation, such as writing letters of support, researching system and state demographics and development of collaborative partnerships where necessary.
5. Establish contact with and collect information from funding sources in both public and private sectors.
6. Provide assistance in the conceptualization, preparation and processing of proposals.
7. Make available and disseminate information on funding opportunities, program guidelines, application materials and other relevant information to all District personnel.
8. Establish standard practices and procedures for receiving and processing funding requests.
9. Oversee pre and post award administration.
10. Ensure alignment of all grants to the District's Academic Plan and the Superintendent's priorities.
11. Ensure grant-related expenditures are within the budget grant in conjunction with the Business Office and oversee the preparation of required reports and arranges for any external evaluations.
12. Work cooperatively with school principals/administration to ensure that grants are expended properly and that funds are consistently utilized across offices and schools in accordance with state and federal laws, regulations, federal/state/local requirements, as well as specific grant terms and conditions.
13. Develop and maintain a system for tracking grants management tasks and deadlines.
14. Prepare and maintain grant reports for review by the Business Office. Develop and maintain processes pertaining to grant administration.
15. Maintain knowledge of federal, state and institutional policies and regulations governing externally funded programs.
16. Perform other related duties as determined by the Special Assistant for Performance and Accountability.

EVALUATION

The Grant Development Manager shall be evaluated in accordance with Board of Education Policy.