

## DIRECTOR, PARTNERSHIPS AND GRANTS

### DEFINITION

Directs, plans, manages, and coordinates the District's partnerships with the community and District-wide grants, donations, and endowments.

### TYPICAL DUTIES

Directs the establishment and maintenance of an effective system to gather school-community-network needs and identify resources to address identified needs.

Develops and maintains positive relations with potential and current partnerships.

Facilitates the writing of large-scale grants and establishment of District-wide partnerships.

Coordinates with various District offices to assess needs, prioritize asks of potential donors, and evaluate the efficacy of established partnerships.

Administers and oversees the District's donation policy and processes and related training and support for school sites.

Directs and manages the design, budget, and funding of financed programs including but not limited to non-profits agencies, businesses, philanthropies, State and Federal service grants delivered by contracted agencies.

Manages staff in implementing the various components of program implementation, operation and compliance related to partnerships and grants.

Identifies potential conflicts and ensures compliance with District, State, and federal rules and regulations, and associated fiscal and auditing policies and requirements.

Develops and implements the screening and selection of community-based organizations and other providers; and monitors programs' implementation for large-scale grants and for-cost partnerships.

Directs the staff and administers the budget, controls expenditures, and allocation of resources of the office.

Makes presentations to the Board of Education, special committees, and District representatives.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director, Partnerships and Grants facilitates the identification of District needs and priorities for funding and donations and seeks large-scale funding opportunities and partnerships aligned to match identified needs.

A Grant and Funding Specialist researches, coordinates, and develops activities for funding application proposals, prepares necessary documentation and correspondences, develops and writes proposals, and performs administrative support tasks.

### SUPERVISION

The Director, Partnerships and Grants may report to the Superintendent of Schools or designee. Supervision is exercised over a classification such as Grant and Funding Specialist.

## CLASS QUALIFICATIONS

### Knowledge of:

- Business, industry, and community involvement in educational programs and public education
- Community-based partnerships
- Grant terms and conditions
- Budget preparation and control procedures
- Principles of strategic planning, program development, and program review
- Various techniques and methods of making presentations and soliciting cooperation
- Current trends in joint projects between public schools, the private sector, and/or nonprofit organizations
- Principles and practices of merit system provisions, organizational development, and supervision
- Principles of organization, personnel management, and progressive disciplinary procedures
- Principles of public relations
- Effective management and supervisory techniques

### Ability to:

- Foster collaborative partnerships
- Manage budgets within time and funding constraints
- Monitor the progress of funding and grant requests
- Review grant applications
- Prepare clear, concise reports
- Work effectively and diplomatically, and maintain good relations with a wide variety of individuals and groups
- Communicate effectively both orally and in writing
- Conduct meetings and make presentations
- Plan and direct a variety of activities through subordinates
- Formulate and revise organizational policies and methods
- Analyze complex written materials
- Supervise, train, and evaluate the work of personnel

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in psychology, education, business or public administration, or a related field.

### Experience:

Five years of management experience maintaining partnership programs and performing liaison activities in the public sector, preferably in an educational setting.

Or

Five years of certificated management experience and one year of experience in maintaining partnership programs and performing liaison activities pertaining to a school's educational process. The experience may be concurrent.

Experience in grants and funding planning, development, execution, and reporting is preferable.

Special:

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class  
05-02-19  
RGK/PJO