

GRANT AND FUNDING SPECIALIST

DEFINITION

Performs a wide variety of research, coordination, and development activities for funding application proposals, prepares necessary documentation and correspondences, develops and writes proposals, and performs administrative support tasks.

TYPICAL DUTIES

- Identifies potential sources of funding from federal, State and private sources and evaluates appropriateness of grant funding relative to District policies and goals.
- Prepares grant applications and proposals and supporting documentation to ensure compliance with funding requirements.
- Develops ongoing criteria and methodology for establishing compliance of rules and regulations.
- Researches federal, State, and local rules, guidelines, and procedures to comply with grant regulations in part by detecting early signs of non-compliance and acting accordingly to remedy the issues.
- Reconciles grant accounts and monitors related expenditures including payroll, purchase orders, transfers, and payments; and conducts closeout procedures for grant agreement.
- Confers and collaborates with District accounting and financial offices to ensure appropriate financial postings to grants are maintained.
- Coordinates with department administrators to identify District projects that are compatible with available funding sources.
- Tracks status of proposals and provides additional information as required by the funding source.
- Develops and maintains contacts with local, State, and federal funding agencies.
- Maintains records for grants ensuring compliance with applicable regulations and policies, including assisting with financial reporting.
- Tracks existing grants deadlines, monitors status of progress reports, and seeks continuation of grant funding for current programs.
- Works with the appropriate personnel to expedite internal processing of proposals.
- Maintains a positive, proactive relationship with community organizations, city officials, non-profit agencies, and other educational institutions to ensure full grant compliance and process efficiency.
- Creates and distributes standard and special reports, studies, summaries, and analyses, as required.
- Assists in the scheduling of meetings and the development of timetables, proposal language, and deadlines to ensure timely grant submission.
- Assists in the development of bids, Requests for Proposals, evaluation criteria, contracts, and the collection and analysis of data to measure grant program effectiveness.
- Assists with analyzing and evaluating sites and services in determining eligibility in relationship to federal, State, and District policies and regulations.
- Attends meetings with officials of funding agencies to receive information and training in the areas of grant procurement and development as necessary.
- Assists with preparing revenue projections, financial reports, and various budget reports.
- May develop business and compliance work flow process for E-Rate best practices and provides training to staff.
- May survey other district and eligible organizations to learn methods and procedures for problem solving and process efficiencies for possible application to District operations.
- May construct, update, and maintain department website and forms using common software.

May provide technical assistance to other proposal writers as needed.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Grant and Funding Specialist researches and prepares grant proposals for a division or divisions for approval by a division administrator.

An Administrative Analyst performs a variety of journey-level duties that are oriented primarily toward the analysis of systems and procedures, organization and management, work-flow and distribution, work simplification, and improvement in efficiency.

SUPERVISION

General supervision is received from an administrator. Work direction may be exercised over clerical employees as assigned.

CLASS QUALIFICATIONS

Knowledge of:

- Relevant State and federal rules, policies, procedures and laws
- Concepts, principles, techniques, and practices of grant development and writing
- Grant acquisition techniques
- Grant terms and conditions
- Spreadsheet, database, word processing, and graphics computer software programs
- Basic statistics including data collection and sampling techniques
- Basic principles and practices of budget development and implementation
- Techniques for collecting or producing basic mapping or demographic data.

Ability to:

- Synthesize ideas and implementation plans and present them in clear, concise prose
- Organize and present supporting documentation in the manner prescribed by funding sources
- Use spoken and written English effectively in contacts with individuals and groups
- Plan and organize work to meet deadlines
- Interpret, summarize, and recognize the implications of complex documents
- Devise methods and procedures for obtaining a variety of data
- Analyze data and draw logical conclusions
- Work effectively with District personnel, representatives of other organizations, and the public
- Operate an office computer
- Synthesize ideas and implementation plans and present them in clear concise prose
- Organize and present supporting documentation in the manner prescribed by funding sources
- Conduct presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in communications, education, business, public administration, or one of the behavioral sciences.

LAUSD experience working with grants or other funding programs beyond the required experience may be substituted for the required college education on a year-for-year basis for

up to two years of the required education if proof of graduation from high school or evidence of equivalent educational proficiency is provided.

Experience:

Three years of grant proposal writing and research experience or other funding application preparation, writing, research, and program compliance monitoring experience is required, preferably for an educational institution or public agency.

Special:

A valid California Driver License.
Use of an automobile.

The 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.

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