

GRANT TECHNICIAN

FLSA Status: Non-exempt

GENERAL DEFINITION OF WORK:

Responsible for securing new funding opportunities through the development of proposals and grant applications which support Fauquier County Public Schools' mission and strategic plan. The position will locate appropriate grants for ongoing, current or future projects and present this information to appropriate administration. This includes, but is not limited to, researching, identifying, developing, recommending, monitoring, and responding to public and private grant opportunities.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Conduct research to identify new public and private funding opportunities and program areas to match district priorities; analyze sources to determine possible funding for specific projects and programs.
- Work with multiple departments in the district to satisfy funding gaps and needs through grant funding.
- Gather information from appropriate departments to ensure conceptual understanding of a program for which funding is sought.
- Locate appropriate grants for ongoing, current or future projects while working collaboratively with multiple departments and key leaders in the district.
- Research, recommend and write proposals and funding applications as directed.
- Write reports as required by local, state and federal government, foundations, and other funding/granting agencies.
- Maintain grant information in the appropriate database(s). Complies with all grant reporting deadlines as required by grant organizations.
- Serve as liaison to all funding agencies or organizations; maintain contact with funding organization during review of submitted proposal or grant application to provide additional support.
- Maintain timelines for proposals and report back to funding sources in an accurate and timely manner. Monitor progress of funded proposals to ensure procedures are being followed.
- Present grant findings and options to district leaders and department supervisors.
- Ensure compliance with School Board policies and procedures regarding grants.
- Model nondiscriminatory practices in all activities.
- Responsible for all financial and reporting requirements for school grants. This includes management investigation, review, multi-department (e.g. IT, HR, Budget, Instruction, etc.) approval, application, monitoring, and reporting.
- Responsible for being the steward of the internal grants approval process for all grants division wide.
- Responsible for monitoring the appropriate closing of all grants to include the appropriate disposal/re-appropriation of any assets, material, and supplies as is allowable by the grants.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of Microsoft Office and basic statistics. Must possess the ability to collect, organize, analyze and interpret budget information, provide budgetary projections and prepare accurate reports. Superior written and verbal communication skills. Ability to follow oral and written direction of a technical nature, work independently under minimal guidance. Effective interpersonal and communication skills. Must possess the ability to establish and maintain effective working relationships with school administrators and staff.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of college-level course work in computer science, English, research or other related field and three years general clerical experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 25 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.