



**Job Title: Grant Development Coordinator**

**Department:** Federal Programs & Special Projects  
**Reports To:** Executive Director of Federal Programs & Special Projects  
**Grade:** BG-06  
**Number of Days:** 12 Months  
**Security Access:** Education Service Center  
**Current Date:** January 01, 2016  
**Overtime Status:** Exempt

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**Position Summary:** Coordinating all grant development activities; working with school, district, and external partner personnel as it relates to grant development.

**Minimum Qualifications:**

- Bachelor's degree.
- Master's degree preferred.
- Two years of grant development experience.
- Evidence of successful development and funded awards preferred.
- Knowledge of grant development, proposals, applications, and administration.
- Knowledge of current Federal, State, and local grant administration regulations.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- School and Classroom Grants.
  - Maintaining website or other online repository for grant opportunities, procedures, frequently asked questions, and other resources.
  - Maintaining frequent communication with teachers and leaders about grant opportunities and resources.
  - Developing, implementing, and facilitating workshops/trainings to help teachers and leaders build grant development and application writing skills.
  - Offering technical assistance such as application/budget review and editing services.
  - Developing procedures to encourage, assist, and approve grant application writing and submission.
- District and Multi-School Grants.
  - Collecting and disseminating information relative to available grants, including eligibility requirements, restrictions, priorities, and deadlines to department/school stakeholders.
  - As needed, convening department/school stakeholder meetings to make a need/alignment-based determination to pursue an opportunity.

- Facilitating development of district personnel originated project ideas in conjunction with the designated Project Manager:
  - Needs assessment/initiative alignment; project development; writing, reviewing, and editing grant proposals; preparing budgets and evaluation components.
  - Securing final stakeholder approval; proposal/application submission.
- Externally Requested Partnership Grants.
  - Acting as the liaison between the requesting agency and the district.
  - Collecting and disseminating information relative to programmatic elements, required district commitments, and costs to a review/approval team including department/school stakeholders.
  - As needed, convening review/approval team meetings to make a need/alignment-based determination to approve the partnership.
  - If approved, coordinating necessary district signatures for the partnership and returning them to the requesting agency.
- Collaborating with other Federal Programs and Special Projects personnel in the Grant Award/Start Up processes.
- Performing other drafting/organizational tasks as assigned.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Verbal and written communication skills, with ability to transform ideas into text
- Ability to work independently and collaboratively with individuals in diverse fields
- Ability to perform public speaking, hold meetings, and complete follow up work assignments
- Ability to maintain accurate records and attend to details
- Proficient in Microsoft Office software; knowledge of basic and advance use
- Must assume responsibility without direct supervision and exercise initiative and judgment

**Supervisory Responsibility:** Does not directly supervise any individuals.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Normal Office Environment
- Travel to and from School/Meeting Sites
- Travel to and from National/Regional Conferences

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