

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Grant Writer	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Coordinator II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	1964	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Family and Community Engagement	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Chief Family and Community Engagement Officer	<b>BOARD APPROVAL:</b>	05-27-97
		<b>BOARD REVISION:</b>	05-01-00
		<b>HR REVISION:</b>	01-10-11

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**BASIC FUNCTION:**

Provide support for securing special project funding research, develop, and write projects and proposals funded by state, federal, and local agencies and corporate and non-profit agencies; identify compliance issues, and resolve issues of grant eligibility; provide technical direction and leadership for staff in the ways and means of obtaining supplementary funding for the district.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or



## ABILITY TO:

Research and write grants and proposals.

Interpret the potential impact of grant requirements.

Identify private, local, state, and federal funding sources.

Serve as a liaison between various public and private agencies.

Effectively meet and communicate with varying personalities and organizations.

Become sufficiently conversant and informed about district activities in order to develop understanding of program needs as related to procuring external funding.

Analyze and synthesize data.

Write clearly and convincingly to develop a point of view.

Develop in-service training programs for administrators, teachers, and representatives from public agencies.

Organize and facilitate projects, and work collaboratively with outside agencies.

Review district grant proposals to assure continuity with current district policy.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Promote the belief that all children can learn to the highest levels.

Perform complex tasks under pressure and short timelines.

Establish and maintain effective working relationships with staff, parents, and the public.

Communicate effectively, both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Analyze situations accurately, and adopt an effective course of action quickly under pressure.

Plan and organize work to meet schedules and deadlines.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.