

Jurisdictional Class: Competitive  
Adopted: June 24, 2021

### **EDUCATION GRANT SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for the developing, proposal writing, procuring, and monitoring of public/private grant funds that may be available. An employee in this class performs administrative level work in identifying possible funding sources to develop programs that may be available. The employee functions as a compliance monitor of the grant, although not responsible for the fiscal disbursement/audit of the program. The work is performed under general supervision, with a considerable amount of leeway allowed in initiating and implementing projects, which may be of benefit to the public. Work is reviewed in progress and upon completion, through narrative status reports, and the success in gaining funding and its programs effective results. Supervisory duties are not generally a function of this position. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Utilizes a variety of resources for researching private/public institutions, corporations or foundations who fund educational projects (i.e. foundation directories, newsletters, websites, published RPFs);  
Monitors and corresponds with such resources to determine the general availability of funds, the focus of programs for which monies are available, and maintains relationships with funders to access information about present and future grant opportunities;  
Uses relationships and community/school data to help identify and define gaps and areas of concern for program development which has not occurred due to a lack of local monies;  
Brings various areas which afford the potential of grant availability and development to the attention of administrators;  
Identifies and/or develops effective program frameworks that include the purpose, goals, and objectives that will be obtained, what staffing may be needed to ensure its success, amount and breakdown of monies necessary to bring the project to a successful conclusion, and the monitoring of program deliverables through an evaluative tool that will maximize a project's funding;  
Shepherds and completes the grant application process in a manner that ensures quality and success and maintains continued contact with public/private/not-for-profit agencies responsible for program administration to ensure fiscal compliance;  
Assists with the preparation of final narrative reports on program performance and fiscal reviews;  
Prepares other reports and conducts special projects as assigned;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge of grants preparation, principles and practices;  
Working knowledge of the sources for funding in the area of the public, corporations, funding foundations and similar institutions;  
Working knowledge of the principles and practices used in grants proposal applications and administration of the grant;  
Ability to gather and analyze data, draws conclusions from, obtain data and present in a logical, concise manner both verbally and in written narrative format;  
Ability to prepare detailed reports and to support recommendations;  
Ability to conduct interviews for the purpose of obtaining information and to establish and maintain effective working relationships with the public, private, corporate, industry and not-for-profit agencies and their representative;

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Ability to prepare periodic progress reports including financial reports;  
Ability to read and understand complex narrative material.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and two (2) years of professional level work experience involving the development, administration, implementation, or analysis of programs, projects, or curriculum (including teaching).