

Job Title:	Grant Writer	Wage/Hour Status	Exempt
Reports to:	Director Federal/State Programs and Fund Development	Pay Grade:	102
Dept. /School:	Federal/State Programs and Fund Development	Date Revised:	October 30, 2024

Primary Purpose

Prepare federal, state, and local grant applications.

Qualifications**Education/Certification**

Bachelor's Degree

Special Knowledge/Skills

- Knowledge in identification, research, writing and submission of competitive grant applications
- Strong writing skills
- Ability to develop grant budgets
- Ability to work with District personnel and community members
- Strong organization, communication, and interpersonal skills
- Knowledge of research and evaluation methodologies
- Proficiency with computer applications
- Ability to thoroughly review and edit proposals

Experience

Two (2) years' experience in grant composition, technical writing, or grant management

Major Responsibilities and Duties**Instructional and Program Management**

1. Research appropriate grant opportunities.
2. Write federal, state, and local proposals.

Monitor Programs

3. Assist with monitoring procedures to ensure District compliance to requirements of externally funded grants and proposals.
4. Assist with training program and department managers on grant funded programmatic requirements.
5. Maintain a basic knowledge of federal, state, and District rules and regulations for grant applications and compliance.

Student Management

6. Ensure that submitted grant proposals adhere to District rules for student conduct.

Policy, Reports and Law

7. Transmit information to Fund Development and Partnership Specialist via the database of submitted applications and work in progress.

Budget and Inventory

8. Assist with program and/or fiscal amendments to funded proposals.

Communication and Community Relations

9. Participate in training sessions on locating and applying for grants.
10. Maintain a positive climate in presentations.
11. Participate in professional development activities.
12. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Occasional District-wide and state travel. Prolonged and irregular hours. Flexibility and adaptability to a dynamic and frequently changing work environment.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.