

**Job Title:** Assistant Director Fund Development **Wage/Hour Status:** Exempt  
**Reports to:** Fund Development and Education Foundation Officer **Pay Grade:** 106  
**Dept./School:** Fund Development and Education Foundation **Date Revised:** July 17, 2024

---

**Primary Purpose**

Assist in the administration and appropriation of the district’s discretionary funding resources in support of improved student academic and social/emotional achievement.

**Qualifications**

**Education/Certification**

Bachelor’s Degree

**Special Knowledge/Skills**

- Knowledge in design, development, and implementation of discretionary funding applications
- Demonstrated knowledge in discretionary grant management and program oversight
- Knowledge of generally accepted discretionary grant management principles and the application of these principles to public school
- Ability to use data processing applications
- Ability to interpret and analyze policies, procedures, and data
- Strong organizational, communication, and interpersonal skills
- Strong analytical skills
- Ability to manage budgets and personnel

**Experience**

Five (5) years’ experience in two or more of the following areas: Programmatic grant management, programmatic grant compliance and oversight, grant evaluation and grant writing

**Major Responsibilities and Duties**

**Instructional and Program Management**

1. Oversee the development, submission, and management of federal, state, local and private discretionary grant funding applications
2. Organize the preparation of discretionary grant funded program budgets.
3. Coordinate the gathering of pertinent information from district leadership, principals, department heads, and other administrators to prepare annual budgets.
4. Apply state and federal guidelines to discretionary grant funding to verify grant program and spending compliance.
5. Respond to external and internal audits for verification of compliance with local, state, and federal program applications.
6. Assist in developing and compiling needs assessments for District campuses and departments and use the data to develop discretionary grant funding priorities.
7. Initiate collection of data for the completion of discretionary grant program documents.
8. Oversee discretionary grant funded projects with district staff as appropriate.
9. Proofread, edit, and recommend policy changes, as appropriate.
10. Collaborate with Strategy and Accountability Department in collecting and reporting District discretionary grant performance data.
11. Assist in negotiating any revisions for submitted applications with Texas Education Agency as per supervisor’s approval.
12. Oversee and serve as the main point of contact for compliance of discretionary grants submitted by the district.
13. Analyze revenues and expenditures to determine receipt and use of budgeted funds.
14. Determine programs requiring evaluations for discretionary grant compliance.
15. Perform other duties as assigned by supervisor.

**Personnel Management**

16. Organize staff development programs for respective departmental staff.
17. Coordinate activities of departmental staff and other personnel.

- 18. Attend state, federal, and private funding meetings, as approved by supervisor.
- 19. Work at developing and maintaining a positive and collaborative climate, inter-regional and inter-departmental.
- 20. Conduct performance evaluations for assigned personnel.
- 21. Share responsibilities for staff selection, assignments, and defining performance expectations.
- 22. Support staff to ensure continuous improvement with technical assistance efforts at the district and campus level, as applicable.

**Policy, Reports, and Law**

- 23. Adhere to district policy and state guidelines in the areas of responsibility
- 24. Develop and administer policies and procedures related to job assignments.

**Budget and Inventory**

- 25. Prepare and administer state and federal budgets and funding distributions for the areas of discretionary grant funding
- 26. Coordinate and maintain the review, and development of District/campus discretionary budgets with collaboration of program directors.
- 27. Coordinate with stakeholders to make effective use of discretionary grant funds in accordance with state and federal provisions.

**Communication and Community Relations**

- 28. Develop systematic processes that respond to campus, parental, and community inquiries.
- 29. Communicate funding guidelines to District personnel and the public.

**Professional Growth and Development**

- 30. Serve on job related and other committees, as assigned and approved by supervisor.
- 31. Stay current with and ensure staff are informed of the latest research trends and developments in assigned areas of responsibility.
- 32. Participate in professional development activities approved by supervisor.

**Supervisory Responsibilities**

Assigned personnel

**Physical and Mental Job Requirements**

**Mental Demands/physical Demands/Environmental Factors**

Maintain emotional control under stress and works with frequent interruptions, occasional prolonged and irregular hours; ability to travel.

**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, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.