

## **JOB DESCRIPTION**

---

**Job Title:** Coordinator Fund Development and Partnerships    **Wage/Hour Status:** Exempt

**Reports to:** Development and Education Foundation Officer    **Pay Grade:** 103

**Dept. /School:** Fund Development and Education Foundation    **Date Revised:** November 6, 2024

---

### **Primary Purpose**

Prepare and oversee federal, state, and local competitive funding applications.

### **Qualifications**

#### **Education/Certification**

Bachelor's Degree

#### **Special Knowledge/Skills**

- Knowledge in design, development and implementation of competitive funding applications
- Knowledge of current and result-oriented research and evaluation methodologies to secure funding from public and private sources
- Knowledge of grant compliance and audit issues
- Ability to interpret policy, procedures and data
- Knowledge of budget development and standard budget compliance procedures related to private, state and federal funding requirements
- Strong writing, leadership, communication, organizational and presentation skills
- Ability to manage multiple projects, tasks and deadlines simultaneously
- Ability to work collaboratively with administrators, teachers, district departmental staff and external agencies

#### **Experience**

Three (3) years combined experience in two or more of the following areas: programmatic grant management, programmatic grant compliance and oversight, grant evaluation, grant writing and/or non-profit fundraising

### **Major Responsibilities and Duties**

#### **Instructional and Program Management**

1. Responsible for the development, submission, and management of the federal, state, local and private competitive grant, and funding applications.
2. Collaborate with district personnel, external agencies, and individuals to conceptualize and create innovative competitive/district funding proposals.
3. Research appropriate grant and funding opportunities.
4. Prepare executive summaries for the Board of Trustees, as well as the documents necessary for grant submission, approval and compliance.
5. Assist Fund Development and Partnership Specialist in formalizing negotiations with funding agencies or external agencies related to partnerships, grants, and competitive funding.
6. Assist Fund Development and Partnership Specialist to ensure a support system of continuity for the district grant and competitive funding initiatives.
7. Prepare reports and studies for the purpose of grant compliance and oversight.
8. Oversee the development of budgets; monitor spending for the purpose of achieving program objectives efficiently and maintaining funding compliance.
9. Perform other duties as assigned by supervisor.

**Monitor Programs**

10. Assume responsibility for implementing and overseeing policies, and directives of funding agencies to ensure funding compliance.
11. Assist with monitoring procedures and reporting to ensure district compliance with requirements of competitive/grant funded grants and proposals.
12. Assist with training program and department managers on the grant funded programmatic requirements.
13. Maintain a basic knowledge of federal, state, and district rules and regulations for grant applications and compliance.
14. Create grants, competitive funding program spending plans and budget close out strategies to close out programs.

**Personnel Management**

15. Provide professional development that builds capacity for managing grant/competitive funding to program managers and grant-funded staff.
16. Facilitate post-award processes to communicate grant/competitive funded purpose, expectations, desired outcomes, roles, responsibilities, and reporting timelines to appropriate District staff.
17. Provide oversight of grant/competitive funded programs budget and spending plans with program managers.
18. Compile and maintain records, reports and data related to program performance, outcomes, and expectations to guarantee reporting compliance.

**Student Management**

19. Ensure that the applications, proposals and implemented projects adhere to district rules for student conduct.

**Policy, Reports and Law**

20. Recommend and assist in writing sound policies related to grant/competitive funding compliance.
21. Keep abreast of changes in federal and state statutes relating to education.
22. Assist in developing and administering procedures and policies related to job assignments.
23. Compile all reports and documents required.

**Budget and Inventory**

24. Coordinate and plan program and/or fiscal amendments to awarded grants and discretionary funds.
25. Collaborate with program managers to prepare and administer spending for federal, state, local and private funded projects.
26. Recommend, supervise and oversee the purchase and allocation of grant funded materials and equipment.
27. Collaborates with appropriate district and external partners to make effective use of grant/competitive funds.

**Communication and Community Relations**

28. Attend district, school, parent, community and city and state meetings as required for the purpose of conveying and/or gathering information required by grant/competitive programs.
29. Participate in professional development.
30. Collaborate with external partners required of grant/competitive funded programs.
31. Communicate federal, state, and local competitive grant guidelines to potential District applicants.

**Supervisory Responsibilities**

None

**Working Conditions**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Occasional out-of-town 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, 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.