

Openings as of 12/4/2018

Grant Specialist*

JobID: 4387**Position Type:**

Central Office Professional

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[Email To A Friend](#)[Print Version](#)**Date Posted:**

10/19/2018

Location:

Central Office- 191 South East St.

Date Available:

ASAP

Closing Date:

12/11/2018

PROBATIONARY EMPLOYEES ARE NOT ELIGIBLE TO APPLY FOR VACANCIES DURING THEIR PROBATIONARY PERIOD.

All education that is indicated on your application must be supported by attaching a scanned copy of your high school diploma, high school transcript or college transcript.

****Please Note: This position is funded through a federal grant with funds available through October 2020. Beyond that time, the position is dependent upon the availability of grant funds.***

Required Qualifications:**Education/Training/Experience:**

- o Associate's Degree with coursework in business administration
- o Experience with the grant writing process and financial recordkeeping procedures
- o Three (3) years of successful grant management experience.

Knowledge/Skills/Abilities:

- o Demonstrated excellent written and oral communication skills.
- o Demonstrated knowledge of trends in federal grant management.
- o Advanced technical skills in grant writing/grant development.
- o Knowledge of and ability to analyze grant procedures, guideline and requirements.
- o User knowledge of computerized information systems
- o Strong organizational skills with the ability to meet deadlines
- o Ability to work with little supervision and to exercise independent judgment and discretion.
- o Proficiency with Microsoft Word, Excel, access and PowerPoint.
- o Capable of performing the essential functions of the position with or without reasonable accommodations.
- o Combinations of education, training and experience which provide sufficient knowledge to perform effectively in the position may be considered.

Preferred Qualifications:**Education/Training/Experience:**

- Bachelor's degree in business administration

Knowledge/Skills/Abilities:

- Demonstrated knowledge of public education, school systems, and related funding concerns.
- Thorough knowledge of federal, state and private source grant resources.

Essential Functions:

The Grant Specialist has primary responsibility for facilitating the grant management process, as well as increasing external funding resources and managing the grant development process. Reporting directly to the Executive Director of the CII Department, the Grant Specialist performs the following items:

Facilitates the grant management process.

- Interprets federal, state, local, and private funding requirements.
- Develops budgets and accounts for restricted projects.
- Monitors grant expenditures to ensure that funds are spent in accordance with the approved budget, in a timely manner, and in compliance with the funder's guidelines.
- Submits budget amendments to funding agencies.
- Coordinates program audits and assists with financial audits.
- Ensures that indirect costs are appropriately budgeted and recovered for restricted projects.
- Oversees the completion of evaluation documents and program progress reports.
- Prepares reports and other documents for approval of grant awards by the Board of Education.
- Provides training for system and school personnel on grant management.
- Manages project evaluation.
- Monitors project activities to ensure compliance with approved grant applications.

Increases external funding resources.

- Monitors funding sources, reviews publications and websites for funding trends and opportunities.
- Ensures that appropriate school and central office personnel are aware of external funding opportunities.
- Provides training for system and school personnel on external funding opportunities.
- Serves as system liaison with other county agencies, local school systems, MSDE, USDE and private foundations on funding opportunities.
- Cultivates and solicits major gifts from local businesses and families to benefit system goals and priorities.

Manages the grant development process.

- Serves as the primary author for competitive grant applications.
- Assists schools, central office, and community partners in proposal development by facilitating team meetings, collecting and interpreting data, developing goals and objectives, and structuring strategies and activities for inclusion in grant proposals.
- Coordinates with schools, central office, and community partners to determine adequate funding levels in grant budgets.
- Evaluates, reviews, and adjusts grant applications to comply with funder's guidelines.
- Recommends adjustments to the FCPS grant application guidelines.
- Participates in technical assistance meetings at federal, state, and local levels.

- Provides training for system and school personnel on grant writing and application process.
- Participates, as requested, on MSDE review panels, sharing groups, etc.
- Regular and predictable attendance.

Performs other duties as assigned by the Executive Director, CII.

Salary:

- Support Salary Scale, Grade 15, 12-month position (243 days per year / 7 hours per day)
- Starting Salary: \$28.26 per hour

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FMLA regulations require all employers to post the [updated FMLA notice](#).

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