



Job Title: Grant Development Coordinator

Department: Federal Programs and Special Projects
Reports To: Executive Director of Federal Programs and Special Projects
Grade: BG-06
Number of Days: 12 Months
Security Access: Education Service Center
Overtime Status: Exempt
Last Revised Date: January 01, 2016

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Coordinating all grant development activities; working with school, district, and external partner personnel as it relates to grant development.

Minimum Qualifications:

- Bachelor's degree
- Master's degree preferred
- Two years of grant development experience

- Evidence of successful development and funded awards preferred
- Knowledge of grant development, proposals, applications, and administration
- Knowledge of current Federal, State, and local grant administration regulations

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- School and Classroom Grants
 - Maintaining website or other online repository for grant opportunities, procedures, frequently asked questions, and other resources
 - Maintaining frequent communication with teachers and leaders about grant opportunities and resources
 - Developing, implementing, and facilitating workshops/trainings to help teachers and leaders build grant development and application writing skills
 - Offering technical assistance such as application/budget review and editing services
 - Developing procedures to encourage, assist, and approve grant application writing and submission
- District and Multi-School Grants
 - Collecting and disseminating information relative to available grants, including eligibility requirements, restrictions, priorities, and deadlines to department/school stakeholders
 - As needed, convening department/school stakeholder meetings to make a need/alignment-based determination to pursue an opportunity
 - Facilitating development of district personnel originated project ideas in conjunction with the designated Project Manager:
 - Needs assessment/initiative alignment; project development; writing, reviewing, and editing grant proposals; preparing budgets and evaluation components
 - Securing final stakeholder approval; proposal/application submission
- Externally Requested Partnership Grants
 - Acting as the liaison between the requesting agency and the district
 - Collecting and disseminating information relative to programmatic elements, required district commitments, and costs to a review/approval team including department/school stakeholders
 - As needed, convening review/approval team meetings to make a need/alignment-based determination to approve the partnership
 - If approved, coordinating necessary district signatures for the partnership and returning them to the requesting agency
- Collaborating with other Federal Programs and Special Projects personnel in the Grant Award/Start Up processes
- Displaying ability to work collaboratively with others on a team
- Performing other drafting/organizational tasks as assigned

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Verbal and written communication skills, with ability to transform ideas into text

- Ability to work independently and collaboratively with individuals in diverse fields
- Ability to perform public speaking, hold meetings, and complete follow up work assignments
- Ability to maintain accurate records and attend to details
- Proficient in Microsoft Office software; knowledge of basic and advance use
- Must assume responsibility without direct supervision and exercise initiative and judgment

Supervisory Responsibilities:

- This role does not directly supervise any individuals

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Normal office environment
- Travel to and from school/meeting sites
- Travel to and from national/regional conferences

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.