



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

**Job Title: Grant Writer**

**Reports to:** Assistant to the Superintendent for Business and Governmental relations  
**Department:** Office of the Superintendent  
**Compensation:** BL 5  
**Number of Days:** 12 Months  
**Overtime Status:** Exempt  
**Date Job Revised:** July 28, 2008

**Position Summary:** Responsibility for preparing competitive grant applications from state, federal and other funding sources at the district level.

### **Qualifications/Job Requirements:**

#### **Education:**

- A Master's degree preferred, minimum of a Bachelor's degree.

#### **Specialized Knowledge, Licenses, etc.:**

- Standard certification as a teacher, counselor, or school administrator preferred;
- certification of extensive training by a reputable professional grant writing organization a plus

#### **Experience:**

- Minimum of three to five years experience as a teacher, counselor, or school administrator preferred.
- Evidence of several years experience in project planning, development, organization and writing as an individual and as part of a team is essential.
- Evidence of similar experience in another professional or corporate environment may be considered in place of some preferred requirements.
- Evidence of successful development and funding of competitive state and/or federal grants may be considered in place of some preferred requirements

### **Specific Training/Skills:**

- The individual must be thoroughly responsible and self motivated, requiring minimal supervision to meet all duties and deadlines;
- Able to work by oneself and with other professionals in the district when developing grant applications.
- Evidence of college level study in English composition and/or especially technical writing is a definite advantage.
- A working knowledge of the PC including e-mail, internet, web, MS Word and Excel required.

### **Customer Contacts (Internal and External):**

- **Internal:** District administrators, principals, teachers and staff
- **External:** Community service organizations, private and corporate foundations, professional service organizations, universities, colleges, state and federal agencies.

### **Duties and Responsibilities:**

- Actively seek competitive grant opportunities from state, federal and other funding sources and determine district applicability and eligibility.
- Alert key district personnel of competitive grant opportunities through established communication protocols.

- Assist key administrators in enforcing the district's control procedures for competitive grant applications.
- Identify all requirements and caveats through analysis of the application materials and communication with the grant maker representative.
- Analyze district data to determine specific needs for the grant application process.
- Develop or assist in the development of the narrative, budget, forms and appendices of district level grant applications.
- Alert schools to small grant opportunities. Assist or provide guidance in developing smaller school and classroom level grants as time permits.
- Advise and assist responsible parties in carrying out their role in project development, implementation and evaluation.
- Track the progress of active grants to ensure proper execution and for periodic reports to key administrators.
- Assist in completing evaluation reports required by projects administered through state and federal agencies.