

District Compliance/Federal Programs Job Description

Qualifications:

1. Bachelor's degree from a regionally accredited institution plus two years of demonstrated experience in grant writing; master's degree preferred.
2. Recent extensive and successful proposal writing experience, which includes researching grant proposal content and writing both the narrative and budget sections
3. Experience in managing grant-funded projects.
4. Experience in negotiating grant awards, resulting in contracts that were acceptable to the applicant organization.
5. Ability to manage federal programs

Knowledge, Skills, and Abilities:

1. Excellent oral and written communications skills which demonstrate the ability to accurately and thoroughly respond to requests for grant proposals using logic, clarity of thought, persuasiveness, and creativity.
2. Ability to communicate with teachers, administrators, school board members, and the community regarding compliance of federal and state funds.
3. Microsoft Suite including Excel; Google Suite; eFinance; eSchool; various web-based platforms (ACCOOP, FGMS, Indistar, SFA, etc..)
4. Ability to work effectively in a diverse community and meet the needs of diverse student populations.

Essential Job Functions:

1. Coordinates district, school and Arkansas Department of Education compliance issues
2. Develops conceptual aspects of proposals assigned
3. Convenes and leads focus groups and grant development meetings for proposals as needed
4. Develops budgets to determine personnel, equipment, and other costs to be charged to the grant and contributed as matching
5. Ensures that proposals assigned are completed and submitted according to the directions of the funding agency
6. Monitors grant narrative reporting procedures for funded grants
7. Prepares correspondence regarding ADE requests, acceptance of grants and alteration of grants as necessary
8. Monitors various publications to identify grant opportunities
9. Informs faculty and staff of grant opportunities
10. Prepares internal resource development reports
11. Researches topics to enhance the competitiveness of proposals
12. Monitors regulations of the Arkansas Department of Education that all procedures are in place at the school district
13. Other duties as assigned