



Job Title: Director of Grants and Supports

Exemption Status: Exempt/226 days

Reports to: Chief Innovation Officer

Date Revised: 9-14-2020

Dept./School: Innovation Office

Pay Grade: Admin./Prof. 6

Primary Purpose:

The primary purpose of this position is to complete grant applications and associated requirements to secure new and annual funds for school district programs including charter operators and the district as an authorizer. Additionally, this position is responsible for completing continuation packets for existing grant funded projects. Will identify and pursue new funding sources for the district. Responsible for articulating Longview ISD's current grant fund summations, reports, and other formal innovation office business correspondence.

Qualifications:

Education/Certification:

Bachelor's Degree from an accredited institution is required.

Special Knowledge/Skills/Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience working in deadline-driven environments.
- Ability to work well in a team environment, handle multiple assignments and meet deadlines.
- Ability to monitor and meet goals.
- Experience working with or in a public school setting.
- Strong communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of grant information sources.
- Strong contributor in team environments

Experience:

- Minimum of 3 years of experience in an education setting required.
- Minimum of 2 years in a leadership position is required.



- Grant writing research, knowledge, or experience is preferred but not required.

Major Responsibilities and Duties:

Major responsibilities and duties of this position include the following. Employees in this position will perform some or all of the following tasks. Other duties may be assigned.

1. Conducts full range of activities for the innovation office, charter partners, and district authorizer required to prepare, submit, and manage grant proposals to all sources present and future.
2. Performs grant prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants that benefit LISD.
3. Works with business office and other departments as necessary to gather necessary data to complete grant applications.
4. Complies with all grant reporting requirements as required by grant provider(s).
5. Understands institutional history, programs, and future vision of the school district.
6. Maintains current records in database, including grant tracking and reporting.
7. Tracks statistics relevant to development and provides the innovation office with written materials necessary for grant stewardship (visitor number and diversity, educational program attendance, etc).
8. Work with community school supervisors and coordinators to collect input needed to complete grant requirements and comply with grants received.
9. Assist with other fundraising projects as requested
10. Occasionally perform work beyond a standard 40-hour work week when work-load requires.
11. Other duties may be assigned as needed.

Supervisory Responsibilities:

The Director of Grants and Supports will supervise any other grant writers of the innovation office and those hired per grant requirements as determined by the chief innovation officer and be subject to administrative duties of the district as needed.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; camera; video camera

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting



Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____