

*PORTLAND PUBLIC SCHOOLS*

*Human*

May provide leadership, training, work direction and guidance to designated staff; may supervise the performance of assigned staff, including interviewing, selecting, evaluating and training employees; recommend transfers, reassignment, termination and disciplinary actions, as appropriate.  
Perform related duties as assigned.

*Note: At the end of some of the duty classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

**DISTINGUISHING CHARACTERISTICS OF THE CLASS**

Both the Grant Writer and Senior Grant Writer are responsible for preparing the necessary documents needed in order to secure grant money from governments or foundations that provide grant funds to Pre K . 12 public schools. Both levels are dedicated to developing proposals, writing project descriptions, compiling other information required by grant makers, submitting grant applications, tracking and monitoring receipt and use of funds, tracking the progress of grants that have been received and providing post-project reports required by the grantor. The levels are differentiated by the added requirements of the Senior Grant Writer to ~~^~~ ~~aa~~ ~~@~~ ~~aa~~ ~~q~~ ~~\*~~ ~~aa~~ ~~c~~ ~~,~~ ~~aa~~ ~~\*~~ ~~aa~~ ~~aa~~ ~~•~~, directly supervising grant writing staff, and assuming leadership and overall responsibility over the more complex, sensitive and challenging grants related activities.

**EMPLOYMENT STANDARDS**

Knowledge of:

Knowledge of federal grant guidelines

Writing and research skills

Written and verbal communication skills

Principles, practices, tools and techniques of grant solicitation.

Principles and practices of grant writing and research methods applicable to the grant writing process.

**Education, Training and Experience:**

The Grant Writer requires a Bachelor's Degree in Business Administration, Economics, Finance, Accounting, or a related field and (1) year of demonstrated success in sourcing, soliciting, writing, monitoring and accounting for public funds in a public agency is required. Experience in a public Pre K - 12 school district is desirable.

The Senior Grant Writer requires a Bachelor's Degree in Business Administration, Economics, Finance, Accounting, or a related field and three (3) years of demonstrated success in sourcing, soliciting, writing, monitoring and accounting for public funds, is required. Additionally, one (1) of the 3 years of required experience must have included serving in a lead or supervisory role. Experience in a public Pre K - 12 school district is desirable.

Any other combination of training and experience which demonstrates the applicant is likely to possess the required skills, knowledge and abilities may be considered.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the*