

Sweetwater Union High School District

GRANTS & COMMUNICATIONS MANAGER

Purpose Statement

The job of Grants & Communications Manager is done for the purpose/s of researching, planning, developing, writing, directing and maintaining the district's grant based programs; and assisting in the publicizing of District initiatives and programs.

Essential Functions

- Assists in the planning and dissemination of press information as needed and/or assigned (e.g. emergency situations, feature articles, news stories, public statements, etc.) for the purpose of ensuring clear, accurate and effective district communications.
- Manages a range of processes related to grant funding programs for the purpose of ensuring compliance with district, state and/or federal regulations.
- Plans and implements special events as needed and/or assigned (e.g. recognition programs, visitations, community events, etc.) for the purpose of ensuring that assigned events occur in a safe, efficient and effective manner and that district goals are met.
- Edits material in a variety of written and electronic formats as needed and/or assigned (e.g. style, grammar, content, composition, format, etc.) for the purpose of ensuring credibility, accuracy, ease of understanding and readability prior to distribution of internal and external communications.
- Informs administrators and managers of grant funded programs as needed and/or assigned (e.g. available grant opportunities, application wording, fund usage, etc.) for the purpose of providing technical assistance and ensuring compliance with district, state and/or federal regulations.
- Assists in the production of public publications as needed and/or assigned (e.g. brochures, letters, speeches, reports, etc.) for the purpose of ensuring credibility, accuracy, ease of understanding and readability prior to distribution of internal and external communications.
- Collaborates with other district personnel for the purpose of implementing and maintaining grant-based program levels.
- Researches information for the purpose of providing additional information and/or recommendations, to address a variety of related requirements.
- Prepares a wide variety of materials in both written and electronic formats (e.g. grant applications, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Maintains a wide variety of records in written and electronic form for the purpose of documentation to ensure grant programs are in compliance with district, state and federal requirements.
- Monitors personnel policies and program services for the purpose of ensuring conformance to relevant agreements.
- Participates in meetings, workshops and seminars (e.g. grant collaborations, professional development opportunities, department meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: grant research, writing and maintenance principles; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under a generally hazard free environment.

Education/Experience

Bachelor's degree from an accredited college or university with major course work in education or job related area. Three years of responsible experience in public relations and grant writing, preferably within a secondary school district.

Required Testing

None Specified

Certificates

Valid Driver's License

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224