

## 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*