

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

GRANT MANAGER

Required Qualifications:

- Bachelor's Degree in education, business administration, communications, or a related field from an accredited institution
- Minimum of three (3) years of experience in grant procurement and management, project management, and/or education finance
- Knowledge of federal projects monitoring and compliance requirements
- Proficiency with Excel

Desired Qualifications:

- Master's Degree from an accredited institution
- Knowledge of Elementary and Secondary Education Act (1965) regulations and reauthorizations
- Previous experience with both entitlement and competitive grant writing and management

Performance Responsibilities:

- Assume a portion of the project management duties associated with the CARES Act, CRRSA, and ARP, including private school consultation; financial management; project amendments; and monitoring, compliance, and auditing requirements
- Develop new grant applications consistent with the Request for Proposal and funder requirements
- Conduct grant searches to identify competitive local, state, federal, and private funding sources
- Collaborate with community agencies, individuals, and/or groups that may participate in partnership grant applications
- Provide technical assistance to other District personnel in seeking competitive funding opportunities and proposal development
- Research best practices and evidenced-based programs to support the development of new grant programs
- Ensure all projects are aligned with the District's Strategic Plan

Reports to:

Reports directly to the Director of Federal Programs and/or designee

Evaluation:

Annual evaluation done by the Director of Federal Programs and/or designee

Terms of Employment:

- 12-month employment
- Funding is temporary and will end June 2023

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code: