

**State Job #7476**  
**COORDINATOR OF GRANT WRITING**

---

**TITLE:** Coordinator of Grant Writing

**REPORTS TO:** Director of Student Achievement

**SUPERVISES:** N/A

**JOB FUNCTION:** Asserts leadership in the development of grants written in order to supplement the normal income sources of the school district and provide funding for identified school district priorities.

**DUTIES AND RESPONSIBILITIES:**

---

- Developing and submitting proposals for external funds for the district.
- Serving as liaison for school staffs requesting grant writing assistance.
- Collaborating with outside agencies to develop proposals for funding.
- Providing staff development for schools in the area of grant writing.
- Identifying and disseminating grant information to schools.
- Maintains regular attendance.
- Performs other duties as assigned.

**KNOWLEDGE AND ABILITIES:**

---

**KNOWLEDGE OF:**

- Grant writing skills
- Public speaking techniques
- Short and long-range planning techniques applicable to grant writing

## State Job #7476

**COORDINATOR OF GRANT WRITING**

---

**KNOWLEDGE AND ABILITIES (CONT.):**

- Record-keeping techniques
- Oral and written communication skills
- Research methods and report writing techniques
- Laws, rules, and regulations related to assigned program and activities
- Interpersonal skills using tact, patience, and courtesy

**ABILITY TO:**

- Budget management skills
- Communicate effectively both orally and in writing
- Prepare and deliver oral presentations
- Establish and maintain cooperative and effective working relationships with others
- Maintain records and prepare reports
- Compile and verify data and prepare reports
- Prioritize and schedule work
- Maintain current knowledge of program rules, regulations, requirements, and restrictions
- Maintain current knowledge of technological advances in the field
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work
- 

**PHYSICAL DEMANDS:**

---

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

**EDUCATION AND EXPERIENCE:**

---

- Bachelor's Degree in education
- Minimum of three (3) years professional experience in education and/or writing grants

State Job #7476  
**COORDINATOR OF GRANT WRITING**

---

**LICENSES AND OTHER REQUIREMENTS:**

---

- Kentucky Teaching Certificate

*Original Date: 07/1995*

*Revision Date: 07/2012*