EMPLOYEE NAME: ____________________________________________

Revised: 10/94; 3/95; 3/96; 11/96; 2/98; 12/00; 4/01; 7/07; 10/12; 10/14; 8/15; 10/16; 6/18

JOB DESCRIPTION

POSITION TITLE: Manager, Research & Grants Administration | JOB CODE: 466F

DIVISION: Accountability, Research & Grants

DEPARTMENT: Accountability, Research & Grants

REPAIRS TO: Assistant Superintendent, Accountability, and Research & Grants

FLSA: Exempt

PRIMARY FUNCTION: Manages the Research and Grants Administration Department for the School District.

SALARY SCHEDULE: Professional/Supervisory Support

WORK DATES: 238

PAY GRADE: Rank D (NK04)

PAY FREQUENCY: Monthly

REQUIREMENTS:

1. Educational Level: Bachelor Degree in related discipline required; Master Degree preferred

2. Certification/License Required: None

3. Experience: Five years of experience in grant writing, management, administration and project management preferred

4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities

5. Knowledge, Skills, & Abilities: Written and oral communication skills, proficient in Microsoft Word, Excel, PowerPoint and web page design

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.

2. Uses research tools to identify funding opportunities and new program areas to match District priorities and focus.

3. Consults with project staff, District Grant Accountant, grant partners, etc. to interpret grant requirements, selection criterion, budgets, etc.

4. Generates revenues for Cobb programs and services from government, corporate, and private entities through managing timely submission of well-researched, well-written and well-documented grant proposals.

5. Approves and coordinates Donors Choose requests from district personnel.

6. Manages action research requests - reviews, monitors, and reports on research conducted by external & internal applicants; coordinates Action Research Program.

7. Serves as liaison between District and grantors to ensure timely and proper local, state and federal reporting of grant funding use, program implementation and grant closeouts (GADOE, US DOE, Foundations, etc.).

8. Works with Financial Services to gather information necessary to provide auditor reports and information on Grant Program budgets.

9. Attends national, regional, state and local meetings, conferences and seminars to remain abreast of current funding streams, training resources and research resources for education grants.

10. Establishes standard policies and procedures for receiving and processing grants on behalf of Cobb County School District and for managing research requests.

11. Trains teachers and administrators in grant writing, preparation, management, submission and evaluation.

12. Conducts and reports program evaluation of selected funded programs and other District grant programs and projects.

13. Maintains public and District pages for both the Grants and Research websites; post grant opportunities, awards, training tools, applications, etc.

14. Performs other duties as assigned by appropriate administrator.
Signature of Employee

Date

Signature of Supervisor

Date