

| <b>FNSBSD JOB DESCRIPTION</b>                                    |  |
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| <i>Job Title:</i> Grants and Strategic Partnerships Specialist   |  |
| <i>Supervisor:</i> Assistant Director of Grants and Partnerships | <i>Classification:</i> Classified (ESSA) |
| <i>Days/Months:</i> 12 months                                    | <i>Grade:</i> 10                         |

**Job Summary**

Performs a variety of complex clerical, financial, and administrative tasks in direct support of the assistant director of grants and partnerships. Develops partnership outreach materials (print and web-based); assists in developing and refining funding proposals, partnership agreements, and staff training materials; creates and maintains grant and partnership documentation; supports grant managers in budget development and revision; communicates with school staff pertaining to grants and partnerships, provides other support as needed to achieve the goals of the communications, development, and engagement department.

**Essential Job Functions**

Creates clear, user-friendly, and graphically appealing brochures, web pages, proposals, and budget templates, and other districtwide and public materials (print and web-based) related to grants and partnerships.

Provides technical assistance and serves as problem solver for grant management staff in the area of budget support. Assist grant managers with budget revisions to include updating formulas, checking for alignment with narrative, and formatting.

Supports grant writing process including editing and packaging grant applications and reports.

Runs reports as required for finance, communications and other district departments.

Assists school staff to complete the small grants application approval process.

Provides district staff with training in donor management software and budget development process – provides group training and individualized training for new staff.

Performs complex word processing, organizing, and personnel services for department. Transcribes, drafts, and/or prepares letters, memos, agenda items, newsletters, reports, and other documents.

Updates and maintains databases and web sites to collect and disseminate information among school district personnel and partner agencies. Manage donor database including data entry of donations, printing receipts and thank you letters, filing and maintaining records.

Performs department-related accounting functions such as ordering supplies and equipment; reconciles accounts and maintains receipt and disbursement records of specific funds; maintains subscriptions to online databases.

General administrative duties to include taking meeting notes, maintaining departmental files, ordering supplies, scheduling meeting locations, maintaining department webpages, arranging

travel for director, coordinating events, and providing assistance/information to internal and external clients.

**Non-Essential Job Functions**

May attend and assist with professional learning sessions, including producing materials in various media, set-up and take down of software, equipment and materials.

Performs other job-related duties as assigned.

**Equipment Used**

Computer, phone, copier, scanner, and LCD projector.

**Independent Decisions**

Independent decision making is expected, verifying the course of action with supervisor.

**Primary Working Contacts**

Daily contact with administrative center staff and the public. Frequent contact with building principals or administrators, other school staff, and partner organizations.

**Responsibility for Cash, Equipment, Safety**

None.

**Supervision Received and Exercised**

None given; receives oral and written instructions from the assistant director of grants and partnerships.

**Unusual Working Conditions**

Works with the assistant director of grants and partnerships in a variety of settings. Provides support outside the normal workday and on weekends as needed.

**Evaluation**

Annual written evaluation.

**Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. Minimum of 48 credit hours of post-secondary education, preferably in the area of communications or in a business related field.
2. Minimum of three (3) years of administrative and/or office management experience.
3. Two (2) years of experience required in layout and design of brochures, flyers, and other print materials; web page development and maintenance.
4. Excellent written and oral communication skills in English.
5. Excellent skills in the use of computer software, including word processing, spreadsheets, database management, and desktop publishing; strong skills with email, web page support.
6. Strong skills in organizing and maintaining accurate records and filing systems.
7. Excellent knowledge of standard office procedures, practices, and equipment.
8. Ability to work under pressure and adhere to strict deadlines.
9. Ability to communicate effectively in private and public settings.
10. Ability to work collaboratively with others.
11. Ability to meet deadlines and to flexibly reprioritize work as needed; to work independently with limited supervision; to identify and address school or department needs; to maintain confidentiality of records and oral information.

The following are preferred:

1. Bachelor's degree.
2. Two (2) years of experience with grant development, graphic design, or public relations.
3. Experience with MUNIS software system.
4. Demonstrated skills in graphic design and desktop publishing software such as Microsoft Office and Adobe CS (InDesign).
5. Understanding of district processes.

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**