

Perkins Partnership & Grant Organizer

Dept/Div: Secondary Technical Center/N/A

FLSA Status: Exempt

General Definition of Work

Performs intermediate professional and administrative work overseeing and coordinating an assigned grant; developing budgets and operational plans in alignment with grant requirements; approving grant funding requests; collaborating with consortium members to align grant objectives to meet needs within the county including technical colleges, planning career and related programming, and related work as apparent or assigned. Work is performed under the limited supervision of the Principal of Secondary Programs.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Creates, monitors, and administers grant budgets; tracks and reports grant allocations, expenditures, and changes; prepares yearlong grant plans; prepares information and documentation for audits.

Reviews, selects, and approves requests for proposals for grant funding; ensures proposals align with goals, grant program parameters, and curriculum requirements; defends proposals before governing boards.

Solicits, promotes, and facilitates grant application opportunities.

Educates and advises staff and relevant program personnel on grant approval processes; and coordinates grant related communications, meetings, and trainings.

Prepares required grant reports, ensuring compliance with established guidelines; and maintains and prepares operational records and documentation of grant activities.

Other duties, as assigned.

Knowledge, Skills, and Abilities

Thorough knowledge of federal and state programs and related grant applications and administration; thorough knowledge of the federal and state laws and regulations governing the implementation and administration of various grant programs; thorough knowledge of grant management principles and practices; thorough skill operating standard office equipment and applicable hardware and software; ability to gather and analyze facts on a variety of subject matter and to assemble reports; ability to communicate effectively both orally and in writing; ability to maintain records, forms, and other documentation; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, community members, constituents, local, state and federal officials, teachers, and the general public.

Education and Experience

Bachelor's degree and moderate experience in secondary education, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing and occasionally requires walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral

Perkins Partnership & Grant Organizer

communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work occasionally requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Obtain Minnesota State Teaching license upon hire.

Last Revised: 12/1/2022