

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Research & Grants	JOB CODE: 466L
DIVISION: Accountability, Research & Grants	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Accountability, Research & Grants	WORKDAYS: 238
REPORTS TO: Assistant Superintendent, Accountability, Research & Grants	PAY GRADE: Rank B (NK02)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the Research and Grants Administration Department for the School District.	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree in related discipline required; Master's 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, excellent work organization and multi-tasking skills, leadership, financial analysis, and public relations.

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.	Consults with project staff, District Grant Accountant, grant partners, etc. to interpret grant requirements, selection criterion, budgets, etc.
3.	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.
4.	Approves and coordinates Donors Choose requests from district personnel.
5.	Manages action research requests - reviews, monitors, and reports on research conducted by external & internal applicants; coordinates Action Research Program.
6.	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.).
7.	Works with Financial Services to gather information necessary to provide auditor reports and information on Grant Program budgets.
8.	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.
9.	Provides training for teachers, school administrators and district leaders in grant writing, preparation, management, submission, and evaluation.
10.	Maintains public and District pages for both the Grants and Research websites, posts grant opportunities, awards, training tools, applications, etc.
11.	Assists with preparation and update of the Georgia Consolidated Application, including planning, budget and audit requirements related to Title IV Part B and CARES Act grants.
12.	Organizes, coordinates, and monitors efforts for compliance for Federal and State Grant Programs.

13.	Maintains records and documentation for fiscal and programmatic audit reviews and compliance monitoring.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____