



**MIAMI-DADE COUNTY PUBLIC
SCHOOLS
Office of Grants Administration (OGA)**

DISTRICT SUPERVISOR

Please use the following link to apply and submit required documents for this position:

https://careers.hrdadeschools.net/job/MIAMI%2C-FL-DIST-SUPV-GRANTS-ADMIN_GRANTS-ADMINISTRATIO%281961600%29-FL-52000524/1231467000/?utm_source=LINKEDIN&utm_medium=referrer

Minimum salary is \$68,857

OCCUPATIONAL SUMMARY

Responsible for the development and submission of grant applications to federal, state, foundation, and local funding agencies to support programs designed to improve student achievement and educator effectiveness. Researches public and private funding sources to determine compatibility with District Strategic Plan, determines which funding sources should be targeted, and prepares grant proposals/applications. Works with staff districtwide to align grant proposals with District priorities and facilitates grant submittal.

EXAMPLES OF DUTIES

1. Supervise the development and submission of the grant applications for federal, state, foundation and/or local funding opportunities.
2. Research grant opportunities and assist District personnel with the development of grant applications.
3. In support of grant development efforts, communicate with funder for additional clarification and guidance as necessary to ensure preparation of most competitive grant applications.
4. Develop and oversee schedule for grant application completion to ensure timely submission of grant proposals/applications.
5. Prepare correspondence and/or required documents in response to inquiries from federal, state, local and private sector funding agencies, and the general public.
6. Help facilitate partnership grant proposals/applications and coordinate linkage between District personnel and outside partnership agencies (e.g., other school districts, institutions of higher education, community-based organizations, and national organizations) with a goal of submitting a maximum number of grant proposals/to maximize grant funds available to the District.

7. Identify and establish relationships with foundations and corporations that provide funds to support public schools' educational initiatives.
8. Support with grant programmatic reporting requirements.
9. Prepare School Board agenda items related to grants.
10. Support professional learning sessions in project development, grant proposal writing, and grant management.
11. Manage departmental outboard communication, including website updates or social media accounts, related to the availability of federal, state, foundation and locally-funded grants.
12. Perform other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in education, public administration, business administration or related field.
2. Minimum of three (3) years of progressively responsible experience in grant administration, grant management, or grant coordination.
3. Proficient word processing and spreadsheet skills.
4. Demonstrated ability to communicate effectively in both oral and written forms.

APPLICATION DEADLINE IS **Friday, December 6, 2024 by 11:59 PM (EST)**. Please attach a RESUME, COVER LETTER and TWO PROFESSIONAL LETTERS OF RECOMMENDATION (Signed & dated within one year) to your online profile.

If there are any questions, please contact Mr. Jorge Rubio, District Director, at 305-995-7247.

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities as specified by Federal and State laws and School Board Policies.