



Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

March 17, 2021

GRANTS SPECIALIST

To be responsible for administrative leadership in developing, acquiring, implementing, and managing grants, as well as monitoring, evaluating, and reporting of grant activities. This position will have a specific focus on federal COVID relief grants, Blueprint for Maryland's Future grants as well as other federal, state, and private restricted funds.

- This is a grant funded assignment to be in effect through September 30, 2023.
- Grant funded assignments will be in effect as stipulated in the grant. Assignment continuation is contingent upon available grant funding.

DUTIES AND RESPONSIBILITIES INCLUDE

These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.

- Plans, organizes, implements, manages, and monitors grant activities.
- Works to expand the funding capacity of HCPS in support of initiatives and programs that will support student achievement.
- Manages and monitors the HCPS grant development process.
- Works directly with and provides leadership and/or technical expertise to designated grant development committees from the receipt of formal grant Requests for Proposals (RFP) through the completion and submission of grant applications/proposals.
- Assists with writing and editing grant applications/proposals.
- Works collaboratively with various stakeholders to design grant applications targeted to address identified needs of the school system.
- Facilitates the collaboration between the Central Office and individual schools to ensure that proposed grants align the usage of grant funds with school improvement priorities and increased student academic success.
- Provides grant-related technical assistance for schools and departments utilizing grant funds.
- Assists with administration of grant programs with a specific focus on federal COVID relief grants, Blueprint for Maryland's Future grants and other grants.
- Makes informed decisions regarding the apportionment and pacing of fiscal, time, and human resources which must be accomplished within an identified grant.
- Oversees the systematic collection, analysis, and reporting of accurate, timely and reliable data needed to monitor and report on the effectiveness of grant related programs in improving academic achievement.
- Ensures that well developed quarterly and annual progress reports as well as evaluations and final reports are submitted to state and federal grant funding agencies in a timely manner in alignment with mandated schedules.
- Ensures that grant funds are obtained and utilized in accordance with grant funded program guidelines.
- Maintains the details of grant-related fiscal records and budgets in cooperation with the Office of Business Services.
- Supports broad-based collaboration with non-public schools, with a specific focus on maintaining compliance with federal programs' equitable services requirements.
- Performs other work-related duties as assigned.

SALARY

Salary range based on the FY 2020-2021 AHCATSP Salary Schedule for Non-Certified Administrative, Technical and Supervisory Professionals.

- Grade C - Salary Range: \$76,820 - \$92,814

REQUIREMENTS

- Bachelor's degree from an accredited college or university in education, communications, social sciences, business, or a related field.
- Minimum of three years of experience in a related field.
- Knowledge of and experience with grants/restricted funding.
- Demonstrated experience and expertise in writing competitive grant proposals or research and/or evaluation reports.
- Knowledge of trends in federal, state, local and foundation funding.
- Experience in keeping financial records and demonstrated organizational skills.
- Knowledge of federal and state granting agency requirements and grant criteria.
- Demonstrated ability to meet deadlines.
- Proficient in the use of Microsoft Office applications.
- Experience in handling confidential information in a professional manner, working with senior leadership.
- Excellent oral and written communication skills.

HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE

Online applications will be accepted for this vacancy until the position is successfully filled. Candidates who apply by **Wednesday, March 31, 2021** will receive immediate consideration.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE