

## Job Description

**Job Title:** Grant & Communications Specialist

**Supervisor:** Executive Director of Public Information & Community Involvement

**Position Code:**

**Pay Grade: 33**

**Job Classification:** Exempt

**Contract Length:** 245 Days

### **Job Summary**

Identifies grant opportunities and facilitates grant development. Prepares correspondence, develops and assists with research, training, and other related activities. Collaborates with community partners, school representatives, and Virginia Department of Education representatives. Maintains records and documentation related to grant activities. Facilitate FOIA requests and assist with processing, developing branding, and writing requests.

### **Essential Duties**

1. Identifies and pursues state and federal funding resources needed to meet goals established.
2. Identifies external sources of funding and provides grant-seeking support
3. Assists with preparing grant applications
4. Assists with identifying funding opportunities for NNPS departments
5. Prepares and submit grant applications on behalf of NNPS departments
6. Provides writing and editing assistance for grant applications
7. Submits applications and proposals using federal electronic submission portals and other sponsor-required methods.
8. Reviews grant budgets for accuracy and compliance.
9. Provides training and workshops to strengthen proposal development skills, grant writing expertise and finding funding opportunities.
10. Ensures the appropriate people within NNPS are aware of funding opportunities
11. Assists research and responses associated with Freedom of Information Act (FOIA) requests.
12. Assists with processing and developing branding requests.
13. Performs other duties as assigned.
14. Models non-discriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment.)

### **Other Duties**

1. Performs related work as assigned by the Exec. Dir. of Public Information & Community Involvement or other appropriate administrator.

### **Job Specifications**

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

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Bachelor's degree, and/or experience in a related field. Graphic design experience, a plus. Must be a self-starter with excellent writing skills and a proven track record of securing funding grants. Must possess strong research and prospecting skills. Familiar with requirements of the Freedom of Information Act (FOIA) and exercise sound judgment and discretion regarding requests.

Must possess the ability to read and prepare correspondence, reports, forms, research papers, etc., using prescribed formats and conforming to rules of punctuation, grammar and style. Position requires the ability to record and deliver information, explain procedures, and communicate effectively, both verbally and in writing.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Exec. Dir. of Public Information & Community Involvement

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Grant & Communications Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Exec. Dir. of Public Information & Community Involvement or appropriate supervisor. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

11/2024