



## Programs and Grants Director

### The Education Foundation of Alachua County

<b>Position reports directly to:</b>	Executive Director
<b>Primary Work Location:</b>	Office at Horizon Campus
<b>Overtime eligibility status:</b>	Not Overtime-eligible
<b>Starting salary:</b>	\$50,000 -\$55,000
<b>Status:</b>	Full Time – Salary Position

**Organization Description:** The Education Foundation of Alachua County is a 501(c)3 organization located in Gainesville, FL. Our mission is to invest in the future of Alachua County Public School Students. The Education Foundation works closely with the Alachua County Public School district to fundraise and create programming, which meets the needs of students and teachers in Alachua County.

**Position Goal:** Supports The Foundation’s mission to identify needs and secure support for Alachua County Public Schools through grant writing and grant program management. This position oversees two of the foundation's programs, Catalyst for Change and Senior Scholarships, which involves grant management and donor communications.

#### **Job Summary:**

**Grant Management:** The Director of Programs and Grants is responsible for the planning, development, and implementation of agency grant portfolio and reporting (currently 30 grants – some of which are one-page applications for \$5000 and others are complex programs requiring committees and teams to administer). This includes the Children’s Trust of Alachua County mentoring grant, and the School District Education Foundation Matching Grant program through grant writing, sub-grant management, and teacher communication to oversee the distribution of approximately \$130,000 in teacher programs. This role involves outreach to teachers, explanation of the grant cycle process, grading, and distribution of 30 subgrants per year to local teachers.

**Administrative Roles & Development:** As Director of these programs, the person will attend events and conferences directly related to the initiatives involved in the programs. The Director will be responsible for communicating with stakeholders and ACPS staff in regards to grant management. This person will serve as a liaison between The Education Foundation’s key stakeholders and the Teachers and Staff of the Alachua County Public Schools, as well as board members, donors, and the community at large. In

addition, the Director will be responsible for management of budgets and tracking expenditures while ensuring effective execution and impact measurement. This person will support the Executive Director in communication with District personnel and board members in monthly reporting for programs.

### **Key Attributes and Qualifications of the Ideal Candidate:**

- A highly resourceful, self-starter with exceptional written and verbal communication skills who can manage multiple grants and/or projects simultaneously from conception to completion.
- Possess five years of experience in grants management and program development with a demonstrated capacity to manage multiple processes and timelines.
- Ability to demonstrate flexibility of approach and to work effectively as a team.
- Possess strong critical thinking and problem-solving skills, which are essential to success.
- Hold a bachelor's degree in an appropriate field.
- Experienced user of MS Office, Outlook, Word and Excel.

**Physical Requirements:** Tasks require the ability to exert somewhat strenuous effort in work involving moderate physical activity typically involving some combination of standing; walking; sitting; reaching with hands and arms; kneeling; climbing; balancing; bending; crouching or twisting. While performing the duties of this job, the employee must occasionally lift and carry, push and pull up to 40 pounds. Manual dexterity is often required. Tasks involve extended periods at a keyboard or workstation. **Sensory Requirements:** While performing the duties of this job, some tasks regularly require oral communication ability; the ability to perceive and discriminate sounds; and the ability to perceive and discriminate odors; most tasks require visual perception and discrimination and the ability to distinguish color. **Work Environment:** While performing the duties of this job, tasks are regularly performed with exposure to adverse environmental conditions, such as outdoor weather conditions.

### **Principal Job Duties:**

1. Complete all grant information associated with the School District Matching Grant through the Consortium of Florida Education Foundations (CFEF) regarding our Catalyst for Change program and all other grants associated with the CFEF; ensuring strategic planning and grant deliverables are met.
2. Complete all grant information associated with the Children's Trust of Alachua County mentoring grant that includes monthly reporting for reimbursement.
3. Submit all grants to maintain program level of performance based on previous years.
4. Research and submit foundation grants that focus on filling budget gaps that current funding streams will not cover. Work with the Executive Director to develop grant proposals.
5. Represent the organization at networking events, conferences, and meetings.
6. Create and maintain relationships with Alachua County Public Schools' key personnel
7. Ensure compliance with grant regulations, reporting requirements, and deadlines.
8. Monitor and manage grant budgets, tracking expenditures and financial reporting.
9. Maintain relationships with funders and provide necessary progress updates.
10. Assist with agency communication and traditional marketing, and collateral design, especially regarding grant data and deliverables.

11. Assist the Executive Director in cultivating and communicating with grantors and donors.
12. Oversee the management of Senior Scholarship application and award cycles.
13. Communicate effectively with donors to continue partnership and increase scholarship support for program
14. Serve as a liaison for the Senior Scholarship program to ACPS staff, students, and families.

**Secondary Job Duties:**

1. Conduct educational community presentations and trainings on The Education Foundation and program services as needed/requested.
2. Stay current with agency programs, services, and procedures and with state laws and education initiatives.
3. Act as a representative of the agency at community meetings, programs, or events
4. Attend staff meetings, management team meetings, board of directors meetings, and training as needed
5. Follow the guidelines of the agency as outlined in agency policy manuals
6. Complete other duties as assigned by the Executive Director.

**All Employees are expected to demonstrate a commitment to:**

- growth mindset
- professional ethics and standards
- passion for schools, students, learning, and community
- flexibility and teamwork in a fast-paced environment
- protection of confidentiality for students in our programs.

Anyone who is interested should send their cover letter and resume to Tatila Brock-Paul at [brocktt@gm.sbac.edu](mailto:brocktt@gm.sbac.edu)