LOS ANGELES UNIFIED SCHOOL DISTRICT

Job Title: Senior Grant and Funding Specialist

Salary: $79,600 to $99,300

*Job is subject to close on 4/7/22

* All applicants must apply on the LAUSD Talent Acquisition and Selection Branch website to be officially considered

ABOUT THE COMPANY:
We are Los Angeles Unified School District. We are at the forefront of innovation in public schools, with the serious work of tailoring the learning environment to better serve our community. Here, you will have the opportunity to exercise your potential in the business of education.

We are technical professionals, skilled workers, support staff, executives, and community champions. We do our jobs with a sense of integrity, accountability, and pride in shaping the future. Our contributions here impact our number one customers - the 600,000 plus K-12 students of LAUSD.

ABOUT THE ROLE:

LAUSD is excited to be offering an opportunity for an individual to join our Facilities Legislation, Grants and Funding unit. If you are someone who has experience obtaining outside funding and ensuring compliance with granter requirements, then this role may be for you. Come join our team as a Senior Grant and Funding Specialist!

As a Senior Grant and Funding Specialist you will plan, organize, and supervise pre-award and post-award grant and funding activities such as grant research, grant proposal writing, financial oversight, and progress reporting.

Typical duties may include, but are not limited to:

- Planning, organizing, and supervising the work of staff responsible for developing, preparing, and administering grant and funding applications and financial monitoring of grant funds.
- Performing the complex grant and funding work related to grant application preparation, submission, evaluation, and financial monitoring and reporting.

For more details and immediate consideration, please apply at www.LAUSDjobs.org
Identifying and documenting goals, objectives, timelines, and resources required for grant and funding programs, including staffing, supplies, and equipment.

Reviewing and interpreting grant and funding agency guidelines and regulations and advises staff regarding the policies and procedures of those agencies.

QUALIFICATIONS:

Education:

• Graduation from a recognized college or university with a bachelor’s degree, preferably in business, public administration, non-profit management, communications, education, or one of the behavioral sciences.

• A master’s degree in the above-mentioned areas may substitute for up to two years of the required experience.

• LAUSD experience working with grants or other funding programs beyond the required experience may be substituted for the required college education on a year-for-year basis for up to two years of the required education if proof of graduation from high school or evidence of equivalent educational proficiency is provided.

Experience:

• Four years of experience in performing grant and funding application, proposal, or financial activities, including research, coordination and development, preferably for an educational institution or public agency. Experience in supervision or work direction is preferable.

BENEFITS:

Insurance:

• Paid premiums for your choice of several medical, dental, vision, and life insurance plans.

Retirement:

• Membership in the California Public Employee Retirement System (CalPERS).

Vacation:

• Two weeks of paid vacation to start. Three weeks after five years of year-round paid service.

Paid Holidays:

• Up to 13 days.
HOW TO APPLY:

- Visit https://lausdjobs.org/ or www.lausdjobs.org
- Click on “Apply Now” and then click “I am a Prospective Employee”
- Find the role and click on “Apply” once you have accessed it to create a profile /submit all required documents

Questions?
If you should have any application questions/issues, please reach out to our help desk at 213-241-3455 and/or email them at helpmeapply@lausd.net

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