

# **FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

## **CLASSIFIED MANAGEMENT POSITION**

JCN: 642  
EXEMPT

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### **PRINCIPAL GRANT STRATEGIST**

Under the direction of the Assistant Superintendent, Educational Innovation & Support, plan, develop, lead, and oversee the grant development and oversight operations and activities for the Fresno County Superintendent of Schools (FCSS); serve as a facilitator and technical resource both internally and externally for the development and preparation of grant applications and proposals; identify funding opportunities and prepare persuasive proposals to support student achievement and specialized programs across Fresno County; direct and participate in the implementation of state and federal regulations, Superintendent policies and procedures.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Advise executive leadership on funding strategy and long-term program sustainability.
- Coach department leaders through the full grant development lifecycle including program design, budgeting, partnerships, and evaluation.
- Collaborate with leadership to develop a plan for acquiring and tracking multifaceted state and federal grants; ensure grants align with FCSS' mission and strategic goals; advise leadership on grant eligibility and future opportunities.
- Develop and deliver professional development workshops and guidance to FCSS staff on grant writing, grant applications, grant implementation and post-award management.
- Develop and oversee grant related budget development and funding for the FCSS; evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation.
- Develop tools, templates, and internal systems that improve grant quality and organizational readiness.
- Direct the implementation of state and federal regulations to ensure all grant-funded programs remain in compliance with funder requirements and Superintendent policies.
- Direct the preparation and maintenance of comprehensive narrative and statistical reports related to grant status, program outcomes, and donor stewardship to ensure transparency and meeting of funding requirements.
- Initiate and foster strategic partnerships with public, non-profit, and private organizations to foster innovative educational opportunities.
- Lead organizational and regional capacity-building efforts to strengthen grant readiness, program design, and sustainable funding practices.
- Lead the full range of activities required to prepare, write, and submit clear, structured, and highly competitive persuasive grant proposals; review for accuracy and completeness prior to submission; monitor grant applications and outcomes.
- Maintain a master calendar or tracking system of grant applications including prospects of funding opportunities.
- Perform prospect research on governmental agencies, foundations, and corporations to evaluate and identify funding sources aligned with FCSS strategic goals.
- Provide leadership in planning, scheduling, reviewing, developing, implementing and evaluating grants for the FCSS; partner with department/program managers to ensure the continuous development and operational maintenance of grant-funded initiatives.
- Provide professional development and technical assistance to school districts and external agencies.

- Provide technical assistance during the pre-award and post-award phase of the grant cycle, maintain data regarding grants and grant funding; provide periodic reports to FCSS administration as needed.
- Represent the county office at local, regional, state and federal meetings, conferences, in-services, boards, councils, and events regarding grant development operations and activities.
- Respond to county office personnel, school district administration or public requests for information regarding grants; collaborate with internal departments, including Legal Services, to ensure that all grant applications, contracts, and operational policies are legally sound and aligned with FCSS strategic goals.
- Respond to inquiries by FCSS department/program managers, school districts, external partners, Grantmaker/funders, government agencies and the public; determine best possible manner to approach and resolve concerns/suggestions; work to provide positive, collaborative public relations and represent the county office by consistently maintaining cooperative and effective working relationships with others.
- Serve as the subject matter expert on grant compliance; interpret U.S. Office of Management and Budget (OMB) Circulars and applicable regulations to provide guidance on operational best practices and policy alignment.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### **OTHER DUTIES:**

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Budget preparation and fiscal analysis related to public funds.
- California School Accounting Manual.
- Federal and state educational policy issues and funding regulations.
- OMB Circulars and all applicable federal regulations regarding grant compliance and post-award management.
- Principles and practices of grant development, writing, and acquisition.

- Project management methodologies and the application of computer systems for grant tracking and development.
- Prospect research techniques for identifying governmental agencies, private foundations, and corporate donors.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

#### **ABILITY TO:**

- Establish and maintain cooperative and effective working relationships with a diverse range of people, including school districts and outside agencies.
- Meet schedules and timelines for grant submittals and reporting.
- Negotiate skillfully in difficult situations and create solutions to promote compromise.
- Organize and facilitate grant projects and work collaboratively with outside agencies.
- Prepare comprehensive narrative and statistical reports as needed for programs.
- Write clear, structured, articulate, and persuasive proposals.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

#### **EDUCATION AND EXPERIENCE:**

##### **EDUCATION:**

- Bachelor's degree.
- Master's degree preferred.

##### **EXPERIENCE:**

- Five years of increasingly responsible and complex work directly relevant to the position.

#### **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

#### **WORKING CONDITIONS:**

**ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 01/12/2026