



**MIAMI-DADE COUNTY PUBLIC
SCHOOLS**
Office of Grants Administration (OGA)

SENIOR GRANT WRITER

Please use the following link to apply and submit required documents for this position:

https://careers.hrdadeschools.net/job/MIAMI%2C-FL-Sr_-Grant-Writer%2C-Office-of-Grants-Administration-FL-52000937/1116187700/

Minimum salary is \$65,579.

OCCUPATIONAL SUMMARY

Work includes developing and writing grant applications, letters of inquiry, and related documents to secure new, and increase existing, competitive grant funding in accordance with the established District Strategic Plan. Position requires high caliber writing and editing skills.

EXAMPLES OF DUTIES

1. Draft and write final versions of concept papers, letters of inquiry and high-quality competitive grant proposals in support of the District Strategic Plan priorities.
2. Responsible for development of other grant-related documents such as executive summaries, abstracts, needs assessments, and logic models.
3. Review and summarize grant guidelines to share with grant application development team.
4. Review and edit grant proposals provided by programmatic team prior to submission and provide feedback to the originator for the purpose of critique and quality improvement.
5. Coordinate and present training sessions on beginning and intermediate grant writing professional learning for District teachers and administrators.
6. Develop monthly funding newsletter to include current grant opportunities and articles about grant-funded initiatives for distribution to teachers, staff and community members.

7. Ensure narrative voice consistency is maintained across all departmental public messaging.
8. Support maintenance of website, social media communication and marketing strategies to increase visibility and new traffic promoting grant initiatives.
9. Performs other duties related to the general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in education, management, public administration, or related field and five (5) years of professional grant writing and grant development experience;
OR
Ten (10) years of professional grant writing and grant development experience.
2. Strong track record in grant writing and grant development, preferably with respect to major private funding sources.
3. Demonstrated ability to communicate effectively in both oral and written forms.

APPLICATION DEADLINE IS **Wednesday, May 1, 2024 at 4:30 p.m.** Please attach a RESUME, COVER LETTER and TWO PROFESSIONAL LETTERS OF RECOMMENDATION (Signed & dated within one year) to your online profile.

If there are any questions, please contact Mr. Jorge Rubio, District Director, at 305-995-7247.

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