



## **Position Title: Grants and Development Specialist**

**Job Summary:** The Grants and Development Specialist will advance and expand opportunities through strategic funding and partnerships at local, state and national levels. This position is responsible for identifying, developing, and securing grant funding while cultivating strategic partnerships that support innovative programs and evolve the educational landscape. The ideal candidate brings deep knowledge of public education, strong leadership skills, and a collaborative approach to building sustainable relationships that drive impact.

### **Key Responsibilities**

- Provide leadership to the NKCES Grants Consortium on behalf of participating member districts
- Research, identify, and pursue local, state, federal, and private grant opportunities aligned with the NKCES Mission, Vision, and Core Beliefs
- Write, submit, and manage high-quality grant proposals, including narratives, budgets, and required documentation
- Monitor emerging funding trends legislation, and education initiatives at the state and national levels to inform NKCES strategy
- Build and sustain strategic partnerships with school districts, higher education institutions, government agencies, foundations, nonprofits, and business partners
- Collaborate with internal stakeholders to identify funding needs, program goals, and partnership opportunities
- Support the development and implementation of innovative educational initiatives through strategic funding and collaborations
- Track grant outcomes, compliance requirements, and reporting to ensure accountability and success
- Represent NKCES in meetings, coalitions, and community forums related to grants and partnerships
- Perform other duties as assigned by the Executive Director

### **Qualifications**

- Bachelor's degree required; Master's degree preferred (education, public administration, nonprofit management, communications, or related field)
- Demonstrated experience in grant writing, grant management, and/or fundraising
- Proven success in developing and maintaining strategic partnerships
- Strong understanding of public education systems and funding structures
- Excellent written, verbal, and interpersonal communication skills
- Ability to manage multiple projects, deadlines, and priorities independently

### **Key Competencies**

- Ability to work as a contributing member of a team to execute a project with multiple partners
- Strategic thinking and vision
- Collaborative leadership and relationship-building
- Strong analytical and research skills
- Initiative, self-motivation, and accountability
- Attention to detail and organizational excellence
- Adaptability and innovation in a changing educational landscape

### **Terms of Employment**

**Reports To and Evaluated by:** Executive Director or Designee

**Department:** Learning and Empowerment

**Position Type:** Full-time, Exempt

**Salary:** Based on rank and experience in accordance with NKCES Salary Schedule

**Terms of Employment:** 220 Days