

FNSBSD JOB DESCRIPTION	
Job Title: Director of Grants and Partnerships	
Supervisor: Executive Director of Student Support Services	Classification: Salary, Non-Represented
Days/Months: 12 months	Grade: 7

Job Summary

The Director of Grants and Partnerships serves as a key connector between the district, community, and funding partners. This role leads the development, coordination, and oversight of grants and partnerships in alignment with district priorities and student needs.

The position focuses on building strong relationships with internal and external stakeholders, ensuring compliance with federal and state requirements, and supporting district staff in developing high-quality, strategic grant proposals. This role ensures the district is pursuing funding opportunities that are data-informed, aligned to need, and sustainable.

Essential Job Functions

Relationship Building & Community Engagement

- Cultivates and maintains strong relationships with community organizations, tribal partners, state agencies, and funding entities
- Serves as a district liaison to strengthen partnerships that support student success
- Facilitates collaboration across departments, schools, and external partners
- Supports and represents the district at community meetings, advisory groups, and events

Grant Development & Strategy

- Identifies and prioritizes grant opportunities aligned with district goals and demonstrated needs
- Coordinates and supports the development of grant proposals, including collaboration with internal teams and external grant writers
- Reviews and provides feedback on grant applications before submission to ensure quality and alignment
- Assists departments and schools in planning for sustainable and impactful grant-funded programs

Grant Coordination & Compliance

- Oversees grant processes to ensure compliance with federal, state, and district policies.
- Coordinates grant timelines, reporting requirements, and audit readiness
- Monitors implementation of grant-funded programs to ensure fidelity and effectiveness

- Works closely with finance and program staff to ensure appropriate use of funds

Data, Planning & Accountability

- Tracks district needs, program data, and funding gaps to inform grant priorities
- Analyzes data to ensure grant applications are targeted and necessary
- Supports program evaluation and reporting to measure impact and outcomes
- Maintains organized documentation for all grants and partnerships

Training & Capacity Building

- Provides training and technical assistance to district staff on grant processes, compliance, and best practices
- Builds internal capacity by supporting staff in understanding and managing grants
- Develops tools, templates, and guidance documents to support consistent practices across the district

Districtwide Support & Events

- Supports cross-departmental projects aligned with Student Support Services
- Contributes to professional development and district strategic priorities

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Computer software and online resources including word processing, email, internet search engines, and district-approved educational software.

Independent Decisions

Exercised in day-to-day problem solving, with verification of courses of action with supervisor as needed.

Primary Working Contacts

Under the direction of the Executive Director of Student Support Services, this position works on a daily basis with department staff to coordinate and support services. Regular collaboration also occurs with teachers, school and district administrators, and staff from Research and Accountability, Accounting, and Human Resources. Additional professional contacts include parents, nonprofit organizations, the U.S. Department of Education, the Alaska Department of Education and Early Development, the University of Alaska, the general public, and representatives from business, industry, and labor groups.

Responsibility for Cash, Equipment, Safety

None.

Supervision Received and Exercised

May supervise the work of support staff, student interns, and/or contracted personnel.

Unusual Working Conditions

Evening and weekend meetings; tight deadlines requiring extended weekday and weekend work.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Bachelor's degree in Education, Public Administration, Business, or a related field.
2. Minimum of (3) years of experience working within K–12 education or a closely related field.
3. Three (3) years of experience in a supervisory or lead role, with a demonstrated ability to mentor staff, foster a collaborative team culture, and manage performance through clear communication and supportive guidance.
4. Strong understanding of compliance, financial reporting, and data tracking; ability to use appropriate technology and data systems to manage and monitor grants.
5. Five (5) years of recent grant development and monitoring experience.
6. Experience overseeing cross-functional teams to ensure the successful implementation of complex projects or grant-funded initiatives.
7. Skilled in navigating interpersonal dynamics and providing professional development that empowers staff to meet high-level organizational goals.

The following is preferred:

1. Master's degree in a relevant field.
2. Specific experience with federal programs (ESEA/ESSA).
3. CFRE certified fundraising executive
4. CGMS certified grant management specialist
5. GPC grant professional certified

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers,

and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.