

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: MANAGER, GRANTS AND COMMUNITY ENGAGEMENT**

**BASIC FUNCTION:**

Under the direction of the Superintendent, and in collaboration with members of Cabinet, research and secure outside funding for the District; develop a district-wide family and community engagement strategy and implement programs; develop and lead a district-wide communications strategy and coordinate District media outreach and social media platforms; write, prepare and submit grants and proposals in support of district-wide priorities; provide technical assistance and training to staff on grant sources and grant writing techniques; review or edit grant applications prepared by other staff..

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Research and secure outside funding for the District; develop a district-wide family and community engagement strategy and implement programs.

Write, prepare and submit grants and proposals in support of district-wide priorities; develop timelines fp.; d



Interpersonal skills using tact, patience and courtesy.  
Operate standard office equipment, including computer and assigned software.

ABILITY TO:

Conduct research, and write, edit and submit