

## Wayne-Finger Lakes BOCES – Vacancy

Salary range: \$90,000-\$100,000/yr.

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELPS Program, please visit: <https://www.cs.ny.gov/help/faq.cfm>

### GRANT SERVICES COORDINATOR

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's Degree, or higher, AND -five (5) years full-time paid work experience, or its part-time equivalent, in grant writing, grants management, grant application review, economic development, marketing, communications, or public policy development.

**SPECIAL NOTE: EDUCATION:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve responsibility for assisting with grant applications and other development activities for Wayne-Finger Lakes BOCES (BOCES) and component districts. Incumbent in this class coordinates the work of external contracted grant writers with a primary focus on writing and editing applications, as well as collaboration with Business Community Liaisons focused on building school/business/community partnerships. Work is performed under the general supervision of a high-level administrator with input from the component district and/or BOCES. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Coordinates the work of the contracted grant writers;  
Oversees preparation and monitoring of budget for the unit;  
Coordinates training for grant writers;  
Oversees obtaining and distributing all grant-related information and updates to affected parties;  
Collaborates with agency partners on grant opportunities;  
Oversees the creation and distribution of the summary sheet on large state and federal grants upon release;  
Oversees the editing of all grant applications;  
Oversees marketing of BOCES Grants Services functions to potential district clients;  
May prepare and submit grant applications to funding entities;  
May research grant opportunities that fit school district/BOCES needs;  
Presents workshops to school district staff as needed;  
Attends meetings and workshops as needed to maintain an appropriate level of awareness of new funding resources;  
Provides data, reports, and updates to management and administration as requested;  
May oversee determination eligibility for the grant program.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the policies, procedures and techniques involved in obtaining grant funding from a variety of federal, state, local or private sources;  
Thorough written and verbal communication skills;  
Thorough working knowledge of school districts;  
Thorough knowledge of English usage, spelling, punctuation and grammar;  
Ability to conduct research necessary to support grant applications in multiple areas of school district operations;  
Ability to handle multiple assignments simultaneously;  
Ability to establish and maintain effective working relationships with others;

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GRANT SERVICES COORDINATOR

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:  
(Continued)

Ability to effectively communicate in English both orally and in writing;  
Initiative; dependability.

APPROVED: JUNE 11, 2025

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: WAYNE-FINGER LAKES BOCES

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