



Classification Title: Grants Manager

Department:	Institutional Research and Planning	EEO6 Code:	1
Employee Group:	Administrative Association (Classified Administrator)	Salary Grade:	53
Supervision Received From:	Senior Director, Institutional Research, Planning, and Grants	Date of Origin:	June 2021
Supervision Given:	General Direction and Supervision	Last Revision:	June 2021

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

The Grants Manager is the District administrator responsible for general management, oversight, and coordination of the application, implementation and compliance with all District grant awards; serves as a liaison and provides technical assistance to external departments and personnel seeking and receiving grants.

DISTINGUISHING CHARACTERISTICS.

The Grants Manager is a stand-alone, professional classification solely responsible for the management of all District grant awards.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Oversees, coordinates, and provides assistance to District personnel for pre- and post-award application, implementation, and compliance; provides interpretation and guidance of grant requirements and compliance such as reporting provide project oversight and assistance to ensure funded programs meet grantor expectations and requirements; ensures compliance, oversight, and accountability for grants; serves as the District's subject matter expert on numerous grants and advises college constituents on grant requirements and regulations.
2. Serves in a leadership role and provides recommendations for proposal development with District departments and personnel by facilitating planning sessions that identify goals and objectives of potential proposals; encourages District personnel to develop grant proposals; and provides extensive proposal development and coordination assistance throughout the process, including writing assistance and assistance with submission.
3. Initiates the grant application process by explaining the specific grant essentials and obtaining authorization from appropriate District personnel to proceed from appropriate approval authorities; provides expertise and assistance to personnel in developing and submitting progress reports as required by grantors; conducts program related research from diverse and relevant sources to support proposal positioning and institutional fundraising strategies.
4. Manages grant pre/post and closeout.
5. Develops and maintains grant budgets, obtaining funder approval for budget modifications, and other funder approvals as necessary; ensures compliance of grant award requirements and funding agency rules and regulations.

6. Processes, distributes, collects, and maintains documentation relevant to grant awards and progress, including, but not limited, to certification reports; collects project documentation materials from project staff at time of project closeout; records and documents grant information through appropriate archival storage.
7. Maintains contact with grantors, negotiates awards/contracts with both grantors and sub-awardees, provides coordination with Fiscal Services and other District departments or personnel for the oversight of grants in relation to applicable institutional and federal regulations.
8. Establishes and maintains relationships with local, regional and national funding agencies and organizations; maintains ongoing communication and reporting relationships with grantors; as appropriate, represents the District at events held by government agencies and other granting entities.
9. Develops and maintains a tracking system for monitoring the status of grants including reporting requirements, timelines, and other relevant information; uses the system to follow up and ensure compliance with reporting and other requirements.
10. Interprets federal and other funder statutes and regulations regarding grants/contracts and how they may affect the District for District personnel; advises District administrators regarding updates and additions to District policies and procedures that may be necessary to ensure compliance with applicable federal statutes and other sponsor requirements.
11. Identifies potential compliance issues; notifies all District administrators and employees involved with such issues; propose resolution and timelines; communicate with the grantor and rectify any issues as required.
12. Identifies potential grantors and grant opportunities that align with the District's mission and Strategic Plan; disseminates information about potential grantors to District administration.

Marginal Functions:

1. Participates in/on a variety of committees, workshops, meetings, and/or other related groups in order to receive and/or convey information.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of full-time equivalent professional experience in grants administration, including compliance and proposal development.

Education/Training: A bachelor's degree from an accredited college or university in business administration or a related field.

Knowledge of:

1. Grants administration, including application/proposal processes, monitoring, and ensuring compliance.
2. Budget preparation and monitoring principles and methods.
3. Advanced uses of standard business software including word processing, spreadsheet, database, presentation and other applications.
4. Principles and practices of sound business communication including correct English usage, grammar, spelling, punctuation and vocabulary.
5. Principles and practices of fiscal, statistical and administrative report preparation.
6. General methods and techniques used in communications and public relations, including public speaking.

7. Practices and procedures of office administration and support, including maintenance of records and files and operation of office equipment.
8. Project management principles, practices and procedures applicable to the functions of the position.

Skill in:

1. Identifying and developing proposals for grant opportunities in line with an institution's mission and values.
2. Training and supporting others in the grant application process.
3. Serving as an liaison between an institution and external grantors.
4. Completing complex projects requiring input from a variety of sources.
5. Reading, understanding, explaining and applying accreditation standards, terminology and processes applicable to areas of assigned responsibility.
6. Coordinating the development of reports to meet established timelines.
7. Editing complex written materials to meet requirements for accuracy, consistency, clarity, grammatical correctness and stylistic appropriateness for the purpose and intended audience.
8. Maintaining and updating electronic database records.
9. Preparing clear, concise and comprehensive grant proposals, reports, and other documents in various formats.
10. Setting priorities and working independently with limited direction.
11. Presenting proposals and recommendations clearly, logically and persuasively.
12. Using tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
13. Maintaining the confidentiality of information.
14. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

WORKING CONDITIONS.

Environmental Conditions: The incumbent typically works in an office where the noise level varies from quiet to moderate; travels regularly to locations throughout the District.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk and stand; use hands to repetitively finger, handle and feel computers, peripherals and standard business equipment; reach with hands and arms; and move or lift up to 10 pounds.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.