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## GRANTS PROGRAM COORDINATOR

### **DEFINITION**

Under general supervision, prepares grant proposals and supporting documents; provides grants administration support; maintains administrative and fiscal records; coordinates grants programs, special projects, and performs related administrative support functions; supports cooperative working relationships among Authority departments and acts as liaison with various grantees, community organizations, the general public, and funding organizations; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Grants Program Manager. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is a single position classification that provides grants administrative and technical support for incoming and outgoing grant programs. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are aware of the operating procedures and policies of the work unit. Successful performance of the work requires the frequent use of tact, discretion, and independent judgement, knowledge of departmental and Authority activities, and extensive staff, public, and organizational contact.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical job functions.*

- Performs administrative work in grants administration and reporting, including researching grant funding opportunities, assisting in preparing grant proposals and budgets, and interpreting funding agency regulations and requirements.
- Assists the Grants Program Manager with the Urban Grant Program (UGP) management by preparing application materials, coordinating outreach, providing technical assistance to applicants, reviewing applicant materials, and tracking applicants; prepares related materials for presentations in public meetings.
- Coordinates the Urban Grant Program (UGP) new grantees; sets up grant agreement materials, drafts scope and goals, reviews budgets and materials for legal team, executes grant agreements and schedules and attends grantee kickoff meetings and assists, as necessary.
- Serves as the point of contact with UGP grantees and tracks grant progress, prepares materials for grantee meetings, reviews reimbursement requests, and processes reimbursements in conjunction with Fiscal Services.
- Monitors new grant announcements and updates grant seeking tracker; attends and records grant opportunities; communicates relevant funding opportunities with staff, schedules and attends grant seeking meetings; assists with setting grant application timelines and funding goals.

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- Assists with developing grant proposals, coordinates review with project managers and technical experts; reviews and ensures compliance of grant proposals and budgets with policies, regulations, funding agency requirements, and accounting protocols and procedures; facilitates documentation and reporting requirements.
- Follows and maintains strategic development plan for grant opportunities related to the Authority's mission.
- Maintains specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information.
- Serves as a liaison with project managers and grant funding organizations pertaining to grant submissions and future funding; provides information and assistance to the appropriate departments regarding research of funding opportunities; receives and responds to questions relating to assigned area of responsibility.
- Assists with reporting requirements for grant awards and grant project recordkeeping.
- Provides general administrative support to grant programs including records management, responding to phone or email inquiries, maintaining calendar of program milestones, and drafting routine correspondence.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principals and practices of public agency grant funding, including techniques and methods of researching grant opportunities, identifying local, state, federal, private, and corporate grant funding organizations, and securing and maintaining funding from external agencies.
- Project and/or program management, analytical processes, and report preparation techniques; grant administration, finance, budgeting, and other related governmental programs.
- Research and reporting methods, techniques, and procedures.
- Project tracking and monitoring.
- Principles and practices of record keeping and reporting.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively interacting with staff, representatives of outside organizations, and members of the public, including individuals of diverse socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Plan, organize, and carry out assignments from supervisor and management staff with minimal direction.

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- Perform responsible clerical support work with accuracy and speed requiring the use of tact and discretion.
- Interpret, summarize, and present administrative and technical information and data in an effective manner.
- Learn and understand the organization and operation of the Authority, and its various departments and outside agencies as necessary to complete assigned responsibilities.
- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Make accurate arithmetic, financial and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Effectively represent the Authority in meetings with community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Demonstrate sensitivity to and understanding of the diverse socioeconomic, cultural, physical ability, and ethnic backgrounds of individuals encountered in the execution of Authority services and mission.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by two (2) years of college-level coursework in non-profit management, business or public administration, or a related field and two (2) years progressively responsible experience in grant writing and/or grants administration.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License.

### **PHYSICAL DEMANDS**

Must be able to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle and to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and

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closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, steep and rugged terrain, or road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: February 2019  
REVISED: September 2021  
FLSA: Non-Exempt  
FORM 700: No