
GRANTS PROGRAM MANAGER

DEFINITION

Under general direction, plans, organizes, coordinates, reviews, and performs difficult and complex work related to grants administration and grant funding strategies; prepares grant proposals and supporting documents; completes post-award grant management; researches, identifies, secures, and maintains grant funding to support Authority programs and projects; develops, summarizes, and maintains administrative and fiscal records; coordinates grants programs, special projects, and studies and performs related administrative support functions; fosters cooperative working relationships among Authority departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant General Manager. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a professional level classification that serves as a subject matter expert with significant responsibility for designing, planning, implementing, evaluating, and modifying all activities of grant administration and grant funding strategies. Positions at this level oversee, direct, and participate in all activities related to the Grant Program, including short-and long-term planning activities, budget preparation and implementation, extensive, in-depth, and specialized administrative, financial, and compliance research and analysis, support and analysis of programmatic practices and procedures, and external representation of the Authority. Successful performance of the work includes the use of initiative and resourcefulness, considerable independent judgement, and regular contact with senior management, regulatory agencies, and governmental agencies, and the public.

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.

- Plans, designs, coordinates, implements, promotes, and oversees grant programs, projects, and initiatives; develops and implements program goals, objectives, policies, procedures, and priorities; develops strategies for the achievement of these goals.
- Oversees, coordinates, and performs work in grants administration and reporting, including researching grant funding opportunities, evaluating funding opportunities relative to Authority policies and vision, preparing grant proposals and budgets, and interpreting funder regulations and requirements.
- Develops, researches, evaluates, and recommends local, state, and federal government, corporate, and foundation grant funding opportunities relative to Authority programs and projects; develops and

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- recommends funding strategies for Authority projects in collaboration with the Assistant General Manager and project management.
- Oversees the Urban Grant Program including developing program guidelines and presenting to the Citizen's Advisory Committee and/or Board of Directors; oversees the grant solicitation process, development of the application materials, coordination of outreach, and presentation of information to applicants; screens applicants for eligibility, manages staff recommendations, and provides technical assistance as necessary.
 - Manages grants awarded by the Authority, including contract negotiations and execution of grant agreements and amendments and responding to grantee inquiries; ensures compliance with guidelines and policies of grant making programs; manages the review and reconciliation of expenditure submissions; coordinates and attends site visits.
 - Coordinates with project managers from Authority departments for grant application development; analyzes, reviews, and ensures compliance of proposals and grant budgets within policies, regulations, funding agency requirements, and accounting protocols and procedures; facilitates documentation requirements.
 - Facilitates planning meetings to identify and prioritize project needs, links project concepts with funding agency requirements, develops measurable outcomes, sketches budget plans, and coordinates grant preparation across multiple funders, as necessary.
 - Manages active grants including but not limited to, contract negotiations, reporting, site visits, reimbursement requests, change requests, and contract amendments.
 - Provides technical and functional supervision to assigned staff; reviews and controls quality of work; provides timely and ongoing feedback to assigned staff; writes employee evaluations.
 - Oversees the development and maintenance of specialized databases and systems for recording and tracking grant proposals, awards, and related statistical information.
 - Collects, compiles, and analyzes information from various sources on a variety of specialized topics to related projects; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations.
 - Prepares and administers budgets for the Authority's Grants Program, forecasts additional funds needed for staffing, consultants, contractors, equipment, materials, and supplies; and makes recommendations for program development including staff development and training.
 - Serves as a liaison with employees and grant funding organizations pertaining to grant submissions and future funding; provides information and assistance to the departments regarding research of funding opportunities; receives and responds to questions relating to assigned area of responsibility; and builds relationships through meetings and other opportunities to strengthen connections with funding organizations, key agency partners, and the public.
 - Oversees management of contracts for services related to the Grants Program; initiates solicitations to provide materials and services; facilitates pre-proposal meetings; coordinates and participates in the evaluation of submittals; drafts and reviews terms and conditions of agreements; negotiates and executes contracts; oversees review of documents, reports, and other work products prepared by consultants and provides feedback and corrections; assists assigned staff with analysis and problem resolution for consultant issues that may arise.
 - Creates and distributes standard special reports, summaries, and analysis as requested; maintains accurate records and files including official grant files for audit purposes; ensures the storage of records in compliance with the Authority's retention policy and schedules; prepares staff reports for a variety of interdisciplinary committees and boards as requested.
 - Attends meetings, conferences, workshops, and training sessions and reviews publications and

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materials to remain current on grant funding policies, regulations, procedures, and new developments; prepares reports of changes to management and provides recommendations on implementation and impact of changes.

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures of budgeting, funding mechanisms and sources, philanthropy, and compliant grant administration.
- Project and/or program management, analytical processes, and report preparation techniques.
- Principles and practices of public agency grant funding, including techniques and methods of researching grant opportunities, identifying State, Federal, private, and corporate grant funding organizations, and securing and maintaining funding from external agencies.
- Principles, practices, and procedures of contract and agreement management.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organizational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Research and reporting methods, techniques, and procedures.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to grant administration.
- Principles and procedures 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:

- Develop goals, objectives, policies, procedures, and work standards for grant administration.
- Coordinate and oversee departmental and programmatic administrative, budgeting, and fiscal reporting activities as they relate to grants administration.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret, apply, and explain complex Federal, State, and local laws, codes, regulations, and departmental policies and procedures.

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- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Understand the organization and operation of various departments and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective financial, statistical, narrative, informational, and educational reports, correspondence, procedures, and other written material.
- Prepare written grant proposals and applications utilizing persuasive, narrative language that accurately conveys the related Authority projects and programs.
- Make accurate arithmetic, financial and statistical computations.
- Analyze situations and identify pertinent problems/issues, conduct research to gather relevant information, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Maintain accurate logs, records, and written records of work performed.
- Effectively represent the Authority in meetings with community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- 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.
- 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 graduation from an accredited four-year college or university with major coursework in business or public administration or a related field, and five (5) years of experience in grant writing and management.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License.
- Certification in Grant Management and Development or equivalent training desired.

PHYSICAL DEMANDS

Must possess mobility 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

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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 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: September 2021
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