



# Grants Coordinator

Applications Due: March 25, 2019 at 5:00 PM  
Posted on 2/28/2019

The Santa Clara Valley Open Space Authority seeks a Grants Coordinator to support the Authority's capacity to reach more people through grant making programs and to expand our ability to receive outside funding through an active grant seeking function.

Our mission is to conserve the natural environment, support agriculture and connect people to nature by protecting open spaces, natural areas, and working farms and ranches for future generations. We have protected 25,000 acres of natural and agricultural lands in Santa Clara County. Our agency operates a network of open space lands to manage and conserve natural resources and provide compatible opportunities for hiking, biking, and equestrian uses.

We know our continued success depends on our employees and the work they do. We are committed to providing a collaborative and inclusive work environment that encourages growth and development and acknowledges individual and team achievements.

## **The Ideal Candidate**

You are a detail oriented and organized individual with demonstrated experience preparing grant proposals and/or administering grant programs. You possess the ability to analyze information and prepare comprehensive reports and presentations. You are experienced in grants-related work such as grant writing, grant administration, and program and budget tracking and reporting. You have outstanding written and verbal communication skills, and direct experience with persuasive writing techniques to convey grant funding needs for projects.

The Grants Coordinator will research and track available funding sources, work closely with staff to match funding opportunities to specific project needs, and implement strategies to secure funds to achieve the Authority's land protection and capital improvement program objectives. You will prepare grant proposals and related materials to support funding requests. You will develop systems and maintain specialized databases for recording and tracking grant proposals, awards, and related information, and will ensure that budget reporting and other grant conditions are met in a timely manner.

Your detail oriented approach to your work will be an asset in providing technical and administrative support to the Authority's grant making programs. This work includes maintaining hard and soft copy records for the programs, setting up and maintaining the grant management system, and tracking dates, deadlines, and milestones for grant awards. Analytical thinking will serve you in the Grants Coordinator position as you review expense claims from grantees to ensure compliance with grant agreements.

You are able to build strong working relationships with internal and external stakeholders, representing the Authority with professionalism and courtesy. The Grants Coordinator will provide logistical support to public meetings related to grant programs, including securing meeting location, confirming meeting resources and inviting the public and other designated attendees. Additionally, the Grants Coordinator will make arrangements with grantees and Authority staff for site visits or other grantee meetings.

Please review the complete position classification here: <https://bit.ly/2SAHAtK>

## **Qualifications**

The ideal candidate will possess the skills, education, and experience needed to be successful in this position. For example:

- High school diploma or the equivalent, supplemented by two years of college-level coursework and two years of relevant working experience, for example grant writing and/or grants administration.
- Experience working in public agency, parks, open space, or land conservation is desired;
- Demonstrated experience writing and preparing grant proposals that successfully receive funding;
- Ability to establish rapport with colleagues, partners, funders and grantees;
- Possess professional level skills with Microsoft Office Suite, especially Excel;
- Analytical thinking and ability to understand grant agreement details and guidelines;
- Experience in project management including schedule development, budget management and team coordination;
- Ability to research and learn about specific technical elements of projects needing grant funding;
- Experience writing successful grant applications for complex governmental agencies;
- Flexibility to juggle and move between a variety of role functions and projects;
- Ability to work independently;
- This position is required to take and pass a pre-employment background check.

### **Compensation & Benefits**

The salary range for this full-time, non-exempt position is \$35.37 to \$43.00 hourly, depending on experience and qualifications. To complement this salary, we offer a robust benefits package that includes medical, dental, and vision insurance for employees and their dependents – we cover 100% of the cost for these premiums. We participate in CalPERS retirement programs as well as offering a separate 457 Plan for tax deferred retirement savings. A basic life insurance policy is provided to all eligible employees with the option to purchase additional personal insurance benefits.

### **Application and Selection**

All application materials must be received prior to March 25, 2019, at 5:00 PM. To be considered for this opportunity, submit your application materials including cover letter and resume at the application link provided below. Resume should reflect years and months of employment. In person interviews are set for April 17, 2019.

**Go here to apply for the job:** <http://smrtr.io/-CWs>

*The Open Space Authority strives to engage a workforce reflective of the community it serves. We do not discriminate on the basis of race, color, age, gender, national or ethnic origin, religion, sexual orientation or physical disability. All qualified applicants are encouraged to apply.*