

Position: Grants Manager - Categorically Funded*

Grade: 27 (Management Salary Schedule)

** The position is to be funded by the Title V grant. After this grant expires, there is a possibility for an extension if additional federal grant funds are secured.*

Summary

Under the direction and supervision of the Dean of Institutional Effectiveness, Research, Planning, and Grants, the Grants Manager is responsible for overseeing grants by managing their development, writing, submission, coordination, and award processes. The Grants Manager oversees federal and state grants as well as other grants. The work culture is dynamic and fast-paced, requiring multitasking skills and meticulous oversight of federal and state budgets. The Grants Manager identifies and prioritizes institutional needs and plans, organizes and develops competitive proposals for District-wide grants and other grant development activities by seeking out potential funding sources and resource opportunities that align with institutional priorities and initiatives. The Grants Manager ensures that all financial aspects – from budget allocation to expenditure tracking – are managed effectively and in compliance with federal and state funding guidelines.

Distinguishing Career Features

This position reports directly to the Dean of Institutional Effectiveness, Research, Planning, and Grants and is responsible for providing manager-level support to the District's overall grant programming.

Essential Duties and Responsibilities

- Conducts research and identifies potential federal, state, private, and non-profit funding sources that align with the District's goals and priorities. Make recommendations on whether funding sources are a good match for campus projects, programs, and/or initiatives.
- Ensures the synthesis of key information from Requests for Applications (RFA) and/or other application opportunities. Provides District personnel with supportive grant-related documentation including RFA summaries and grant outline templates.
- Develops, writes, and submits grant proposals and application forms in accordance with funding opportunities and in collaboration with District's content experts.
- Creates accurate, compliant budgets for grant proposals and ensures that proposed activities are allowable within District policies and procedures as well as compliant with state and federal regulations.
- Establishes grant development timelines and coordinates with District personnel for timely development of project designs and relevant budgets. Ensure deadlines are met by establishing priorities and a calendar of grant development and management activities.
- Reviews and/or approves revenues and expenditures and project status to ensure proper expenditures of grant funds.
- Provide technical and resource assistance to District faculty, staff, management, and/or administrators on grant activities.
- Maintains collaborative relationships with internal departments (i.e., Fiscal, Purchasing, Facilities, and Human Resources) relevant to grant development and implementation to ensure internal review processes are followed and completed in a timely manner. Maintains collaborative relationship with Cerritos College's Foundation to facilitate maximal funding opportunities.
- Provides information on institutional grants by communicating compliance requirements for grant terms and conditions.

- Assists and orients assigned project directors on grant terms and conditions. Advises on grants management best practices and methods for ensuring compliance. Administers and supervises the District's grants activity and data and provides timely and accurate reports.
- Maintains official grant file for audit purposes. Assist Fiscal Services with audit activities related to grants.
- Creates, designs, and implements policies, procedures, and processes related to grant management and proposal development. Keeps records of grants and tracks college resources allocated to grants.
- Manage the preparation of proposals and/or required reporting for successful submission to external agencies. Ensure the integrity, accuracy, timeliness of submission delivery, and compliance with all relevant policies, procedures, and regulations.
- Performs other related duties as assigned.

Qualifications

Minimum Qualifications for Education and Experience

Requires a bachelor's degree in education, behavioral or social sciences, business, or related field or the equivalent. Five (5) years of increasing responsible grants-related work experience, with two (2) of those years serving in a supervisory or management capacity or an equivalent combination of training and experience.

Understanding of and sensitivity to meeting the needs of a diverse academic, socioeconomic, cultural, disability, and ethnic background of the student, community, and employee population.

Preferred Qualifications for Experience

Three (3) years of contracts or grant related work experience, and two (2) years of supervisory experience in grants. Experience monitoring and projecting budgets. Experience with successfully writing and securing grants. Verbal and written bilingual skills in Spanish. A Master's degree in the previously listed disciplines is preferred.

Knowledge and Skills

- Principles, methods, and best practices of grant proposal development for an educational institution and federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility.
- Knowledge of community, regional, state, and national funding sources.
- Knowledge of grant research, applications, and administration.
- Advanced principles, practices, methods, and techniques of program, administrative and organizational analysis, and planning and management as applicable to assigned area.
- Principles and practices of public administration, including compliance, purchasing, contracting, and maintenance of public records.
- Principles, practices, and methods of budget development, management, and control, as well as grant tracking and monitoring.
- Knowledge of federal, state, private, and non-profit funding sources to meet high-priority college funding needs in all specified areas.
- Principles and knowledge of effective data management, record keeping, and reporting techniques.
- Understanding key performance indicators, goals, and measurable objectives and how to implement them.
- Principles and practices of sound business communication, research methods and analysis techniques, writing skills, and principles and practices of effective administration, management, and supervision.
- Principles and practice of project management and coordination.

Ability to:

- Learn, interpret, and ensure compliance with state and federal laws and other federal and state regulations as related to the responsibilities of the position.
- Lead in the preparation, development, and submittal of grant requirements.
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures.
- Define complex program concepts, budget, and planning issues, perform difficult analyses and research, evaluate alternatives, and develop sound conclusions and recommendations.
- Provide leadership to coordinate program activities with multiple District stakeholders and facilitate development of consensus among diverse groups and individuals.
- Understand, interpret, explain, and apply federal, state, and local policy, law, regulations, and court decisions applicable to areas of responsibility.
- Present information, conclusions, and recommendations clearly, logically, and persuasively to both internal and external program stakeholders.
- Exercise independent judgment and initiative in the recognition and resolution of problems and issues within established policy guidelines.
- Establish and maintain effective working relationships with District administrators, management, faculty, staff, state and federal agencies, funding sources, representatives of other public agencies, and others encountered in the course of work.
- Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials as required.
- Use of computers and technology in the performance of duties including the ability to oversee the District's grants and contracts database.
- Work independently with little direction.
- Meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Communicate effectively, both orally and in writing as well as establish and maintain cooperative and effective working relationships.

Physical Abilities

This position requires the physical ability to:

- Function effectively indoors in an office environment engaged in work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis with or without accommodation.
- Must be able to recognize printed material (printed or online) for more than 75% of the expected work time.
- The person in this position frequently communicates with members of the campus community through various modalities. Must be able to exchange accurate information in these situations.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Work a flexible schedule, which may include evenings, weekends, and split schedules.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Board Approved: 01/15/2024