



El Camino College

Grants Manager



KEY ROLES/RESPONSIBILITIES

Under direction of the Director of Grants Development & Management, manage the process of proposal development for various grant opportunities. Facilitate effective project management and coordination. Provide training on best practices in grant writing and proposal development. Ensure compliance with grantor guidelines. Evaluate and report on proposal outcomes. Engage with stakeholders to align proposal objectives with institutional goals. Maintain communication with funding agencies. Manage staffing and administrative operations of the Grants Office. Assist in developing, implementing, and managing grant-related policies, procedures, strategies, and plans. Serve as an advisor to administrators and faculty regarding grants administration. In the absence of the Director, the Grants Manager serves as Acting Director of the Grants Office.

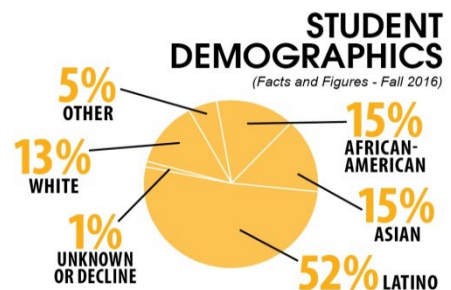
Foster a culture of collaboration, mutual respect, innovation, and continuous improvement; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals. As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students.



GRANTS MANAGER

Division: President's Office

Posting Closing Date: 09/23/2024

Req: C2324-031E

Position Type: Supervisory Administrator

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

For a full listing of duties and work expectations, please refer to the job description located at:
<https://www.elcamino.edu/departments/human-resources/docs/grants%20manager.pdf>

1. Serve as Acting Director of the Grants Office in the Director's absence.
2. Design and implement procedures, services, and systems for the Grants Office and campus community to enhance grants administration and grant-related research. Create detailed project plans to ensure timely completion of grant proposals to federal, state, local, and private sources.
3. Research and identify funding opportunities from external sources for projects and programs that align with the District's goals and priorities. Make recommendations whether funding sources are a good match for various projects, programs, or initiatives.
4. Assess viability and strength of grant pursuit/proposal efforts. Advise deans, faculty, grant coordinators, grant project teams, and other administrators on specific agency requirements and the process of preparing and writing highly competitive proposals and applications. Provide clarification of procedures and regulations during the proposal preparation stage. Provide technical writing feedback to enhance proposal quality.
5. Ensure deadlines are met by establishing priorities and a calendar of grant development and management activities (e.g., target dates for information gathering, writing and editing, final stakeholder review and approval, etc.) Coordinate requirements with contributors and provide reminders and updates, as needed. Assign tasks, as needed, to ensure balanced workloads and adherence to timelines.
6. Manage the preparation of proposals for successful submission to external agencies. Ensure the integrity, accuracy, timeliness of submission delivery, and compliance with all relevant policies, procedures, and regulations.
7. Assist in developing office policies, procedures, and audit-ready systems. Develop systems for tracking proposals and awards.
8. Ensure quality control of the District's grants information system for compliance with current regulations. Identify and coordinate system enhancements in collaboration with IT personnel, as needed, based on user needs and current agency requirements to ensure more efficient operational procedures. Maintain an understanding of compliance requirements.
9. Assist in resolving staff, faculty, and/or student problems within or forwarded to the Grants Office. Provide guidance, feedback, and consistent follow-up to resolve problems and build a cohesive office.

10. Provide on-going updates and information to supervisor (and others, upon request) regarding external funding opportunities and status of research activities. Oversee the dissemination of information through appropriate and wide-ranging communication channels. Ensure timely communication with grant partners for sub-awardee contracts and risk assessments.
11. Provide professional development learning opportunities for College personnel on grant proposal development, effective grant writing, implementation of grants, and overall grant management as requested.

RELATIONSHIPS

1. Support supervisor in developing and maintaining positive partnerships with funding agencies, stakeholders, schools, colleges, universities, businesses, and community-based organizations. Serves as a liaison to other college departments, faculty, and external partners.
2. Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.
3. Work closely with other departments across the College to foster and facilitate a seamless student experience and increase student success.
4. Work cooperatively and communicate effectively with College administrators, staff, faculty, representatives of State and federal agencies, funding agencies, educational institutions, social service organizations, community representatives, and others to coordinate and implement grant-related programs and activities, provide timely and comprehensive information, and build positive relationships.
5. Attend a variety of administrative and staff meetings related to strategic planning, budget, advisory committees, and other assigned activities; participate in consultation, shared governance, and appropriate advisory committee meetings. Chair committees as assigned.
6. Maintain and encourage effective communication with assigned staff by holding regular staff meetings. Provide timely information to staff about issues, programs, and practices affecting the college and office.
7. Attend workshops and professional conferences to stay informed of new developments, technologies, funding trends, and funding requirements.
8. Participate as an active member of the Grants Office team, as appropriate.

ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, training programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Train, supervise, motivate, and evaluate the performance of assigned professional, operational, technical, and support staff; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments and projects; evaluate work products and results; develop and implement appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide

coaching for performance improvement and/or professional development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.

4. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree.

Experience: Two (2) years of increasingly responsible grants-related work experience and one (1) year of supervisory experience required.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license required for travel reimbursements.

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

DESIRABLE QUALIFICATIONS

Desirable Education: Master's degree.

Desirable Experience: A minimum of three (3) years of experience in contracts or grants-related work, including grant writing and federal grant proposal development. Two (2) years of supervisory experience within a Grants Department. Candidates with expertise in quantitative research methods are highly desirable.

Knowledge/Areas of Expertise:

- Prepare successful grant proposals.
- Expertise in grant writing.
- Experienced in Federal grant proposal development.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Understand and practice the principles of administration and supervision.

Abilities/Skills:

- Ability to work in a fast-paced, high-pressure, high-stakes environment.
- Ability to work well under pressure.
- Ability to follow-through and execute projects successfully.
- Effectively lead, monitor, and evaluate the efficiency of proposal development and grant implementation processes.
- Evidence in implementing diversity, inclusivity, and equity in the workplace.
- Skilled at assisting with the preparation, review, and analysis of reports to grantors.
- Respond to email in a timely manner.
- Work cooperatively with others.

- Analyze situations accurately and adopt effective courses of action.
- Effectively and accurately read, interpret, and follow Collective Bargaining Agreements.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

EXTENDED CLOSING DATE: MONDAY, SEPTEMBER 23, 2024

Starting salary is \$8,414 per month.

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$10,822 per month).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This is a full-time, twelve-month management position. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. During the winter recess, all management positions are required to charge three (3) days of accrued vacation between the Christmas and New Year holidays.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](https://www.maxient.com)

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College

HR Service Partner

Pamela Jones

310-660-3593, Ext. 3478

pjones@elcamino.edu

16007 Crenshaw Boulevard

Torrance, CA 90506

JEANNE CLERY ACT COMPLIANT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.