



GRANTS MANAGER

Classification:	Supervisory Administrator	Retirement Type:	PERS *
Salary Range:	27	Revised/Board Approval:	February 19, 2025

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.

SUPERVISION RECEIVED and EXERCISED

- Receive general direction from the Director of Grants Development & Management.
- Supervise, motivate, and evaluate the performance of assigned personnel; participate in interviewing and recommending candidates for employment; recommend reassignments, employment non-renewals, and disciplinary actions to supervisor, as needed.
- Review and recommend staffing plans for the Grants Office. Assist supervisor in office goal planning and performance objectives.
- Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements for faculty and staff as directed.
- Foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students, faculty, and staff.

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.

I. LEADERSHIP

1. Manage the planning, organization, scheduling, performance, and evaluation of programs and services of the Grants Office. Communicate the vision of the office's objectives, including services, information sharing, and support levels provided. Manage changes within the office as directed.
2. Actively participate in long-range planning, program review, and resource development activities. Promote transparency within and among the office.
3. Participate actively in the life of the College, including operational processes and initiatives, by serving on or leading College committees, workgroups, task forces, and councils as assigned.
4. Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy. Prepare and implement budgets.
5. Provide vision, leadership, and advocacy to enhance innovation and participation in issues related to assigned office to ensure ongoing sustainability of the College.
6. Support student learning using a variety of effective instructional methods, educational technologies, and college resources.
7. Demonstrate full accountability for effective and efficient utilization of resources. Control and authorize expenditures in accordance with established guidelines. Measure and assess outcomes. Identify opportunities for improvement within assigned office and implement actions to strengthen services to students and the campus community.
8. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility, and Anti-racism.

II. FUNCTIONAL RESPONSIBILITIES

College Level

1. Provide effective leadership and ongoing guidance over all aspects of the Grants Office, including resource planning, budgeting, tracking, and reporting. Provide technical expertise as directed.
2. Manage and continuously improve the delivery of services of the Grants Office. Promote an effective work environment that supports high performance teamwork, successful grant project submissions, and ongoing sustainability of College resources.
3. Support the fiscal integrity of the College to promote and empower student learning, success, and self-advocacy.
4. Participate in grievances, disciplinary meetings, legal matters, and other employment related activities as assigned. Be alert for and effectively manage trouble spots in assigned area.

5. Provide timely operational, technical, and functional information to supervisor and other College administrators, as directed. Interpret routine policies and regulations and recommend appropriate courses of action in unusual and complex circumstances. Demonstrate effective stewardship through continuous monitoring and reporting of resource needs, deployment, and utilization.
6. Ensure that all programs, services, activities, events, and experiences demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, racial, ethnic backgrounds and disabilities of community college students, faculty, and staff.
7. Demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of students.

Job Level

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.

III. 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.

IV. 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.

DESIRABLE QUALIFICATIONS

Desirable Education: Master's degree.

Desirable Experience: Three (3) years of contracts or grants-related work experience, grant writing experience, or federal grant proposal development experience, and two (2) years of supervisory experience in a Grants Department.

Knowledge/Areas of Expertise:

College Level

- California Education Code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of the College, as they apply to areas assigned.
- Understanding of higher education principles and practices in community colleges, including the mission of the California Community Colleges.

- Community college organization, operations, policies, and objectives, including specific policies and procedures of El Camino College covering the departments or units supervised.
- Specific needs and interests of community college students.
- Principles of business administration, management, marketing, and record keeping.
- Effective organizational and management practices pertaining to the analysis and evaluation of projects, programs, policies, procedures, department performance metrics, and operational needs.
- Effective fiscal management strategies, including understanding of budget concepts, principles, and practices, and effective budget administration and control.
- Effective financial reporting and record keeping.
- Grant proposal writing and special funding resources applicable to areas supervised.
- Appropriate risk management strategies, safety precautions, and procedures.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
- Effective methods for conflict resolution and crisis management.
- Effective change management principles and practices.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Effective marketing, promotion, and public relations techniques. Preparation, publication, and distribution of informational and promotional materials related to areas assigned.
- Effective written and oral communication skills. Effective interpersonal skills using tact, patience, and courtesy. Effective collaboration, communication, and consensus-building techniques.
- Effective needs assessment methods and project management practices. Effective data management, record-keeping, and reporting techniques. Understanding of key performance indicators, goals, and measurable objectives and how to implement them.
- Effective leadership, administration, organizational planning, supervision, training, and analysis techniques applied to the assigned administrative area. Comprehensive understanding of the principles and practices of effective supervision, training, motivation, and performance evaluation.
- Computer systems and software applications related to areas of assignment, including capabilities and limitations. Modern office practices, procedures, and equipment. Operation of computer, peripherals, and software programs, including information systems, database management, spreadsheet, word processing and specialized software.
- Proficient level operation of a computer and assigned software, including proficient level use of common office software such as: Excel, Access, Word, Outlook, and PowerPoint.
- Technological advancements and their application to the assigned areas of responsibility.

Job Level

- 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:

College Level

- Represent the College in a manner that reflects a positive image of services and support provided.
- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff. Relate effectively to people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and consensus-building. Work effectively and collaboratively in a diverse college environment, as well as within a community college system.
- Establish and maintain cooperative and effective working relationships with others. Listen effectively. Communicate respectfully with people of diverse cultures, languages, abilities, etc. Work effectively with others to build consensus and gain cooperation through discussion and persuasion to achieve common goals.
- Provide effective customer service and end-user satisfaction. Respond promptly to requests and inquiries from the public. Effectively resolve complex problems.
- Work independently with limited administrative oversight and direction. Adhere to ethical principles and practices, consistently exercise good judgment, and make effective decisions. Demonstrate flexibility and creativity in accomplishing work and resolving problems.
- Meet assigned schedules and timelines. Effectively manage the stress of working under tight timelines.
- Maintain confidentiality and act with discretion. Maintain the security of confidential materials.
- Travel to meetings and events on and off campus as required. Observe legal and defensive driving practices when operating a motor vehicle on campus or on official business.
- Utilize effective planning and organizational skills. Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement effective solutions in support of goals.
- Administer and control the budget for office area as assigned.
- Chair and participate in a variety of college committees and work groups as directed.
- Read, understand, interpret, and apply technical and legal information effectively. Analyze, interpret, communicate, and enforce applicable federal, state, and local laws, regulations, rules, policies, administrative data, and related materials. Interpret, apply, and explain rules, regulations, policies, and procedures in a variety of procedural situations for areas assigned.
- Collect, compile, and analyze data. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports and files related to assigned activities. Prepare and maintain accurate and detailed records and reports related to the area supervised. Prepare analytical reports, proposals and other written plans for the College, Board of Trustees, Chancellor's Office, and other outside agencies as assigned. Assist in related research and evaluation activities as required.
- Utilize effective oral and written communication skills, including business letter writing, report preparation, and public speaking. Utilize appropriate English usage, composition, grammar, spelling, punctuation, and vocabulary.

- Communicate clearly, concisely, and effectively with diverse constituencies within and outside of the College, both orally and in writing. Prepare and present effective oral and written reports, press releases, and promotional materials as required. Prepare and deliver effective presentations as requested.
- Utilize effective planning and organizational skills. Plan, organize, coordinate, and direct work to maximize efficiency and effectiveness. Prepare work plans, implement schedules, and consistently meet reporting timelines. Effectively delegate authority and responsibility. Provide guidance and assistance to the functional and operational areas within the assigned Department.
- Utilize effective leadership, counseling, and modeling skills. Encourage professional excellence among employees and promote an organizational culture of customer service, teamwork, and innovation.
- Effectively train, direct, supervise, motivate, and evaluate the performance of assigned staff. Facilitate effective staff meetings and group discussions and involve staff in idea generation, goal setting, and decision making.
- Work effectively within a unionized environment.
- Operate a variety of office equipment including a computer. Use automated systems to maintain records, collect data, and generate reports.

Job Level

- 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.

** Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*