



Midpeninsula Regional Open Space District

GRANTS PROGRAM MANAGER

DEFINITION

Under general supervision, plans, organizes, coordinates, reviews, and performs difficult and complex work related to grants administration and grant funding strategies; researches, identifies, secures, and maintains grant funding to support District programs and projects; completes post-award grant management; develops, summarizes, and maintains administrative and fiscal records; cultivates and maintains cooperative and effective working relationships with funding agencies and private grant making institutions; provides highly responsible and complex professional assistance to the Chief Financial Officer, Board of Directors and the General Manager in areas of expertise; represents the District before a variety of groups, agencies, organizations and the public; coordinates grants programs, special projects, and studies and performs related administrative support functions; performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Financial Officer. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a single-position 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. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and District activities, and extensive staff, public, and organizational contact. This class is distinguished from other administrative support classes in that it performs complex professional duties that require advanced knowledge and specialization in grant administration and grant funding.

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 essential functions of the job.

- Plans, designs, coordinates, implements, promotes, and oversees District's 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 the District's policies and vision; prepares detailed analyses and explanation of external grant funding, partnerships that promote the District's mission and strategic goals.
- Establishes and maintains liaison, communication, and cooperation with a wide range of grant funding partners, federal, state, and local officials, government associations, coalitions, and other opinion leaders and external committees critical to accomplishing District's goals in coordination with Public Affairs; presents funding strategy, partnership opportunities, and the District's position to funding institutions, partner organization leadership, and elected officials on issues affecting open space at the regional, state, and federal levels.

- Monitors, tracks, and analyzes grant programs and related funding legislation affecting District programs, projects, and activities; communicates information and develops status reports for the Board and General Manager; represents the District's position regarding funding and partnership opportunities to special interest groups and local, State, and Federal agencies, legislators, and lobbyists in coordination with Public Affairs.
- Monitors funding contracts and expenditures, submits financial reports, requests reimbursements and closes grant and encumbrances.
- Actively identifies emerging funding issues and grant policy trends that may impact the District, and helps determine the strategy to represent the District's interests in the appropriate arenas.
- Researches, writes, and edits various grant applications, funding reports, and outreach and advocacy materials, including grant proposals, consultation presentations, application materials, photos, internal communications, online communications, and other materials in support of District initiatives.
- Prepares, reviews, and presents staff reports, various management and information updates, and other special reports as assigned; manages and reviews Grants Program staff development of reports, reimbursement requests, and documentation.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion; trains staff in work procedures.
- Manages Grants Program staff responsible for supporting the tracking and identification of grant funding opportunities; evaluates funding opportunities relative to District policies and vision; assists in preparing proposals, budgets, and interpreting funding agency regulations and requirements.
- Serves as a District representative by developing and delivering messaging and presentations related to government and private institutional funder relations, funding programs and related funding legislation, and general issues regarding the District as needed.
- Manages Grantmaking Program and future advisory committees with Grants Program staff.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of government and private institutional funding, partnerships, and related funding legislation that may impact the District.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- The granting process, including identifying available sources, marketing techniques, preparing documentation and reports, project management, environmental requirements, and overseeing the entire administrative process.
- Principles, practices, and processes of funding strategy and policy development.
- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of public speaking.
- Basic principles and practices of budget development, administration, and accountability.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to grant administration.
- Recent and on-going developments, current literature, and sources of information related to government and private institutional funding, partner relations, and legislative programs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- The granting process, including identifying available sources, marketing techniques, preparing documentation and reports, project management, environmental requirements, and overseeing the entire administrative process

- Principles, practices, and procedures of contract and agreement management.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, private institutional funders, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with regional partners, the public, vendors, contractors, and District staff.

Ability to:

- Develop goals, objectives, policies, procedures, and work standards for grant administration.
- Develop effective grant funding and outreach strategies and applications.
- Prepare written grant proposals and applications utilizing persuasive, narrative language that accurately conveys the related District projects and programs.
- Demonstrate sensitivity to and understanding of the diverse socioeconomic, cultural, physical ability, and ethnic backgrounds of individuals encountered in the execution of District services and mission; listen to and discuss problems and complaints tactfully.
- Perform responsible and difficult research, development, analysis, and evaluation involving the use of independent judgment and personal initiative.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Build consensus and partnerships and lead a diverse group toward common goals.
- Analyze, interpret, summarize, and present technical funding and legal information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local funding policies, procedures, laws, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, private institutional funders, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain 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 administration, public administration, government, legal, or political sciences, or a related field and three (3) years of experience in grants administration or a related field.

Licenses and Certifications:

- Possession of a valid California Driver's License.

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 District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before 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 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.

EFFECTIVE: July 2022
REVISED: October 2024
FLSA: Exempt