

Position: Manager of College Grant Initiatives and Programs	Position Number:
Department: Office of Strategic Initiatives	FSLA: Exempt
Reports to: Senior Vice President, Strategic Initiatives	Salary Grade: 125

Summary

Under the direction of the Sr. Vice President of Strategic Initiatives, the Manager of College Grant Initiatives and Programs is responsible for the successful fiscal, operational, and compliance administration of grant funds allocated to support college initiatives and programs. Serves as the primary liaison between the grant programs and the fiscal agents of those programs, as well as with external schools and agencies. Works with senior staff, academic deans, and program faculty to identify external funding opportunities to support college projects and strategic goals, coordinates pre-proposal contact with funding sources, and develops proposals in conjunction with appropriate administrators, managers, staff and faculty. Supervises support staff assigned to assist with project implementation and tracking.

Essential Duties and Responsibilities

- Manage all administrative, budgetary, contracting, compliance, and reporting aspects of grants associated with college initiatives (including, but not limited to, Strong Workforce funding, Career and Technical Education Act grants, additional grant allocations associated with the California Community College Chancellor's Office, private funders, and sub-awards granted by partner agencies).
- Track, monitor, and report on grant funds in a manner consistent with college policies, the objectives and standards of the California Community Colleges Chancellors Office, the U.S. Department of Education guidelines, federal regulations governing grant programs, and the requirements of any non-governmental grants or bequests.
- Design, implement, and improve processes regarding program requests to utilize grant funding.
- Work with faculty, staff, and administrators to develop realistic project timelines and facilitate the timely expenditure of grant allocations.
- Work collaboratively with administrators and faculty to support programmatic innovations and new initiatives.
- Work with Institutional Research to ensure appropriate data is obtained and properly submitted for all required district and agency reports.

- Supervise and train assigned support staff to assist with project implementation and tracking.
- Plan, coordinate and present events, conferences and articulation meetings related to grants.
- Work with local planning team to create grant project goals as appropriate.
- Research and write appropriate grant applications in support of college initiatives and programs.
- Track and monitor grant allocations, providing timely and accurate reports to the Sr. VP, Business Office staff, or other appropriate college personnel as requested.
- Meet on a regular basis with other instructional and institutional administrative/management personnel for planning, idea sharing, issue resolution and operational communications related to grants.
- Oversee the fiscal tracking of temporary and student work positions funded through grants and communicate directly with the employees and other managers if applicable.
- Maintain and create relationships with industry partners to ensure the direction of program growth is in alignment with industry needs through grant-required advisory committee meetings.
- Maintain an understanding of current concepts, research and practices pertaining to the areas of responsibility through continued study and participation in professional organizations.
- Serve as a resource to administration and faculty in the interpretation of state and federal guidelines for spending ~~CE-related~~ grant funds.
- Develop goals within the District's Educational Master Plan and Annual Plan.
- Maintain accurate records, files, databases, and prepare reports.
- Perform other duties as assigned to support the overall objective of the position.

Qualifications

Knowledge and Skills

Knowledge of:

- Laws, regulations, and policies and procedures of the District and those related to the position;
- Tracking and reporting programs utilized by the California Community College Chancellor's Office;
- Project management, particularly management of multiple projects with varying timelines and reporting requirements;
- Common grant programs associated with the California Community Colleges;
- Program management principles and practices, including program planning, development, implementation and evaluation;
- Computer applications related to the work;
- Standard office practices and procedures, including recordkeeping, filing and the operation of standard office equipment;

Abilities

Skill in and Ability to:

- Interpret, apply and explain complex laws, rules and regulations;
- Accurately track multiple, complex budgets simultaneously;
- Prepare accurate budget forecasts utilizing available data;
- Effectively supervise assigned staff;
- Work efficiently, under time constraints, to meet project deadlines;
- Plan, organize and provide programmatic oversight in the assigned areas;
- Represent the College with community groups, local industry representatives, vendors, and other educational partners;
- Prepare reports, correspondence and other written materials;
- Organize work, setting priorities and meeting critical deadlines;
- Exercise sound judgment within policy and procedural guidelines;
- Maintain accurate records and files;
- Establish and maintain effective working relationships with those contacted in the course of the work;
- Communicate effectively both orally and in writing;
- Demonstrate initiative, creativity, team work, conflict resolution/decision making skills;
- Organize, retrieve, manage and present large amounts of data about grant supported programs and projects;
- Effectively multi-task and coordinate multiple activities simultaneously;
- Exhibit the ability to analyze data and utilize strong problem solving skills;
- Demonstrate sensitivity to the needs and concerns of a diverse college population;
- Work well under pressure; learn quickly;
- Work ethically with confidential information;
- Utilize a variety of computer software, including college data systems, external reporting data systems, and internet.

Physical Abilities

Requires sufficient ambulatory ability to get to off-campus locations. Requires hand-arm-eye coordination to operate a personal computer keyboard. Requires visual acuity to recognize words and numbers. Requires auditory ability to carry on conversations and to project voice to small groups.

Education and Experience

Bachelor's Degree plus 2 years work experience in budget management and development. Experience working with grant-funded programs, career and technical education and/or workforce readiness programs, project management, or grants management preferable.

Licenses and Certificates

Requires a valid driver's license.

