GRANTS MANAGER

Classification specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications *may not include all* duties performed by individuals within a classification. In addition, specifications are intended to outline the *minimum* qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

FLSA STATUS: Exempt

DEFINITION:

Under general direction, the Grants Manager plans, organizes, oversees, coordinates, and manages Tri-City Mental Health Authority's (Authority) grant programs. Areas of responsibility include researching funding opportunities; developing funding applications, associated program/project designs, and budgets; and reporting to the Strategic Initiatives Director and /or Executive Team on program operations. The Grants Manager participates in the development of policies and procedures for grant acquisition and fiscal oversight; manages the effective use of resources to improve grant acquisition and administration; ensures compliance with funding agency terms, conditions, and requirements; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Grants Manager receives administrative direction from the Strategic Initiatives Director. May exercise direct supervision over professional and administrative support staff.

DISTINGUISHING CHARACTERISTICS:

The Grants Manager is distinguished from the Strategic Initiatives Director by its primary focus on grant funding opportunities, grant acquisition, compliance, and administration. While the Strategic Initiatives Director identifies and advances broader strategic growth opportunities, funding strategies, partnerships, and organizational initiatives, the Grants Manager specializes in securing, managing, and reporting on grant-funded resources. The Grants Manager serves as the Authority's technical expert in grant development, funder requirements, and grant compliance. Performance of the work requires the use of considerable independence, initiative, resourcefulness, and discretion within broad guidelines.

EXAMPLES OF ESSENTIAL DUTIES: Essential duties include, but are not limited to, the following:

- Plans, manages, and oversees the Authority's grant programs including grant opportunity research, developing partnerships with internal departments and/or external organizations for joint grants, and all grant acquisition/implementation/ongoing management activities.
- Participates in the development and implementation of program/project design, including goals, objectives, policies, and priorities; recommends within division policy, appropriate service, and staffing levels; recommends and administers policies and procedures.

- Participates in the development, administration, and oversight of the program budget; determines funding needed for staffing, activities, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures, as applicable.
- Oversees and/or conducts research on grant funding availability through various databases; identifies potential funding opportunities and collaborates with internal stakeholders to link Authority priorities with various grant funding opportunities; evaluates alignment and feasibility of potential grant opportunity with Authority priorities; apprises Strategic Initiatives Director/Executive Team of corresponding requirements, benefits, and challenges.
- Coordinates the grant proposal development process; collaborates with agency staff, relevant community partners, and/or subject matter experts on grant development tasks; creates workplan with associated roles, responsibilities, and deadlines/timeline for application preparation; writes and/or reviews narrative and establishes budgets; ensures all forms are completed, attachments are provided, and final application is compliant with funding agency requirements.
- Upon grant acquisition, coordinates grant oversight and management including financial actions with relevant Authority departments (e.g., Finance/Accounting, Best Practices, etc.) and the Authority department(s) relevant to the funding; establishes processes to ensure that grant funding amounts are properly identified, allocated, documented, and reported.
- Monitors changes in funding agency requirements and/or laws and regulations impacting grant administration and management; recommends and implements actions as directed by the Strategic Initiatives Director/Executive Team.
- Prepares reports, presentations and proposals for grant cost feasibility, cost and resources savings, and applicability to the Authority's strategic goals and objectives for stakeholders, departments, and other applicable parties.
- Researches guidelines, procedures, and standards to ensure conformance to Agency's priorities, local, State and Federal laws and regulations as they relate to grants.
- Conducts community, stakeholder and departmental meetings; collaborates with and presents to the Executive Team, Behavioral Health Commission, and the Governing Board on grant programs, as appropriate.
- Establishes and oversees a tracking system for grant program opportunities, actions, decisions and outcomes to evaluate effectiveness of the grant acquisition process.
- Ensures the maintenance and administration of all grant files, documents, and records
- Ensures staff observe and comply with all Authority and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS:

Any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential duties of the position is qualifying. The incumbent will

possess the most desirable combination of education, training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education and Experience:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in social work, public administration, business administration, health care administration or a related field. Additional relevant professional experience may be considered in lieu of the educational requirement.
- Master's degree from an accredited college or university with major coursework in social work, public administration, business administration, health care administration or a related field is preferred.

Experience:

- Three (3) years of progressively responsible experience as a grants analyst, program analyst, or in comparable grants-related role, including experience leading, coordinating, or managing grant-related activities within physical health, behavioral health, social work, non-profit, public or local government settings.
- One (1) year of supervisory experience in one of these areas is preferred.

Licenses and Certifications:

- Certain positions may require employees to travel independently throughout designated service areas to attend meetings, conduct Authority business, provide services, or perform other job-related duties. When driving is required as part of the assignment, employees may be required to possess and maintain a valid California Driver's License, an acceptable driving record, and proof of current vehicle registration and insurance when operating a personal or Authority vehicle.

  Positions that are exclusively office-based may not require a driver's license unless the employee is reassigned or temporarily assigned to duties requiring travel.

Knowledge of:

- Organization and management practices as applied to the solicitation, implementation, development, and evaluation of grant programs, policies, processes, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of strategic plan development.
- Administrative principles, practices, and methods including goal setting, program development, project management, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Methods and techniques of sourcing grant funding opportunities aligned with the

Authority's strategic goals and objectives.
- Grant administrative and budgeting requirements.
- Principles and practices of creating targeted grant application narrative and content.
- Health (physical, mental, or behavioral) policy issues and planning approaches for funding opportunities.

- Principles and practices of financial administration, including public agency budget reporting and management.
- Principles and practices of research, analysis, and report preparation.
- Principles and practices of project management including program design, management systems, and contract development, negotiation and execution
- Mathematical principles.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Authority and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, interacting and effectively dealing with the public, community-based organizations and service providers, stakeholders, and Authority staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Manage a diverse range of grant related functions including research, acquisition and fiscal management.
- Provide administrative, management, and professional leadership for the Authority and grant programs.
- Analyze and interpret factual data and a variety of administrative issues; make sound policy and procedural recommendations; implement effective solutions; and prepare complex reports.
- Determine funding needs and align funding with the Authority's priorities.
- Research, analyze, evaluate, and apply grant development related policies, procedures, and guidelines.
- Compile data and generate reports which track grant applications, outcomes and deliverables.
- Prepare clear and concise correspondence, presentations and reports on a variety of grant, budgetary, and administrative issues.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Understand scope of authority in making independent decisions.
- Effectively represent the department and the Authority in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Practice discretion with sensitive information; use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Communicate clearly, coherently, and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with Authority staff and the behavioral health community.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS (ADA)

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person 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 up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with clients, upset staff and/or public and private representatives in interpreting and enforcing Authority/departmental policies and procedures.

WORKING CONDITIONS

In accordance with California Government Code Section 3100, Tri-City Mental Health Authority employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

Receive satisfactory results from a background investigation, which includes fingerprinting; a pre-employment physical examination, which includes a drug/alcohol test; and an administrative review.