TITLE: Grants Manager

CLASSIFICATION: Management Team – SRJC Foundation

SALARY RANGE: 20

SCOPE OF POSITION:

Reporting to the Executive Director, SRJC Foundation and District External Relations, the Grants Manager is responsible for advancing the mission of Santa Rosa Junior College through the identification, development, submission, and stewardship of grants from public, private, and philanthropic sources. This position plays a critical role in supporting institutional priorities by managing the full lifecycle of grant funding from research and proposal development to post-award compliance and reporting.

Working in collaboration with District leadership, faculty, staff, and community partners, the Grants Manager will lead a strategic grants program that secures resources to expand equitable student success, enhance academic and workforce programs, and promote innovation across the District.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Identify and research local, state, federal, and private grant funding opportunities aligned with SRJC's strategic goals and mission.
2. Develop and coordinate the timely submission of high-quality, competitive grant proposals, including narratives, goals, budgets, timelines, data, and required attachments.
3. Partner with faculty, administrators, and staff to support grant opportunities, ensuring alignment with District priorities and feasibility of implementation.
4. Develop and implement internal policies and procedures related to grant development, submission, and stewardship through the participatory governance structure.
5. Lead internal cross-functional working groups to support collaborative grant development efforts.
6. Steward relationships with funding agencies and philanthropic partners; serve as primary point of contact for public and private grantmakers.
7. Collect and share data, stories, and reports to demonstrate philanthropic and grant impact and provide support for projects, campaigns, and events that advance philanthropic goals.
8. Manage internal systems to track grant deadlines, proposal statuses, award outcomes, and reporting timelines.
9. Support post-award compliance in partnership with District employees and program leads to ensure regulatory, financial, and programmatic requirements are met.
10. Facilitate grant process from application through implementation, including internal kickoff meetings and reporting calendars.
11. Deliver training and capacity-building support for faculty and staff on grant writing, program design, and compliance best practices.
12. Maintain detailed records of all pending, awarded, and declined proposals and funding correspondence.
13. Monitor trends in grantmaking and funding landscapes and provide regular updates and strategic guidance to Foundation and District leadership.
14. Develop and lead internal grant opportunities for the SRJC Foundation.

KEY DUTIES AND RESPONSIBILITIES – Continued

15. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions;
16. Perform other duties as assigned in support of Foundation and District advancement and external relations efforts.

KNOWLEDGE OF:

1. Public agency, private foundation, and corporate grant funding processes, including proposal development, compliance, and reporting
2. Federal and state regulations related to grant administration and post-award management
3. Principles of budget development, financial planning, and performance measurement for grants
4. Current trends and best practices in philanthropy, institutional advancement, and community college grant opportunities
5. Project management tools and techniques for multi-stakeholder collaboration
6. Data and evaluation methods used to support grant proposals and outcomes reporting
7. Standard software tools (e.g., Microsoft Office) and grants/fundraising database systems

ABILITY TO:

1. Write clear, compelling, and competitive grant proposals tailored to a range of funders
2. Synthesize complex ideas and institutional needs into strategic, fundable projects
3. Develop and manage detailed project timelines, budgets, and reporting calendars
4. Interpret and apply regulations, policies, and guidelines from funding agencies
5. Facilitate cross-departmental collaboration and coordinate multiple stakeholders
6. Build and maintain relationships with funders and community partners
7. Manage multiple projects simultaneously and meet tight deadlines with accuracy
8. Communicate effectively in both verbal and written forms to diverse audiences

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:
Bachelor's degree.

Experience:
Minimum of four (4) years of progressively responsible experience in writing and managing grant proposals for education or nonprofit organizations, with demonstrated success in securing funding from public and private sources