

GRANTS AND FUNDING PROGRAM MANAGER

DEFINITION

Responsible for managing grant funding processes, grant identification and preparation, program monitoring, preparation of compliance reports, and program evaluation activities.

TYPICAL DUTIES

- Manages the design, budget, and funding of State and federally financed programs delivered by contracted agencies in partnership with Beyond the Bell Branch (BTBB).
- Manages Beyond the Bell Branch staff in implementing the various components of program implementation, operation and compliance.
- Ensures compliance with District, State, and federal rules and regulations, and associated fiscal and auditing policies and requirements for before and after school programs.
- Develops a Continuous Quality Improvement (CQI) process to monitor programmatic requirements of the After School Education and Safety (ASES) and 21st Century Community Learning Center (CCLC) grants.
- Researches and identifies grant funding opportunities to develop additional funding resources for current and proposed before and after school programs.
- Develops and fosters relationships with community-based organizations.
- Defines, designs, and oversees District, State and federal Request for Proposal (RFP) applications and other selection processes of participating vendors contracting with Beyond the Bell Branch.
- Develops and implements the screening and selection of community-based organizations and other providers of before and after school programs; and monitors programs' implementation.
- Develops and assists in the monitoring of the BTBB grant budgets for before and after school programs such as ASES, 21st CCLC, and Tobacco Use and Prevention Education (TUPE); and oversees the expenditures, transfers, and general fiscal activities related to grants.
- Develops and supervises procedures for the preparation of required State and federal program evaluation requirement for before and after school programs, including site observation and program evaluation outcome measurables.
- Reviews, comments on, and develops State and federal legislation related to before and after school programs.
- Serves on school district, local, and State-level committees, such as the After School Division of the California Department of Education that advises policymakers and funders on topics related to before and after school programs, such as program development and quality, and State regulations.
- Oversees the Federal Program Monitoring compliance monitoring and auditing requirements for before and after school programs.
- Makes presentations on behalf of the Beyond the Bell Branch.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Grants and Funding Program Manager manages grant budgets and applications for Federal, State, and private funds, and monitors the identification, application, implementation, and expenditure of grant funds and program evaluation activities on behalf of Beyond the Bell out-of-school programs.

The Grant Manager (LA's BEST) creates and monitors budgets, monitors the implementation of the terms and conditions of grants, prepares State grant contracts, and prepares reports to the State on the funding terms and conditions of grants.

A Grants and Funding Specialist researches and prepares grant proposals for a division or divisions for approval by a division administrator.

SUPERVISION

The Grants and Funding Program Manager receives administrative direction from a higher-level certificated or classified administrator. General supervision is exercised over lower-level management, professional, and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Community-based partnerships
- Grant terms and conditions
- Principles of strategic planning, program development, and program review
- Tools and techniques of program evaluation
- Principles and practices of Continuous Quality Improvement (CQI)
- Administrative organization of the Los Angeles Unified School District
- Principles of training, employee evaluation, and employee relations
- Concepts of progressive discipline
- Principles of effective management and supervision
- Principles of public relations
- Budget preparation and control procedures
- Spreadsheet, database, word processing, and graphics computer software programs

Ability to:

- Foster collaborative partnerships
- Monitor the progress of funding and grant requests
- Review grant applications
- Prepare clear, concise reports
- Manage budgets within time and funding constraints
- Work effectively and diplomatically, and maintain good relations with a wide variety of individuals and groups
- Make and review decisions objectively
- Communicate effectively both orally and in writing
- Conduct meetings and make presentations
- Plan and direct a variety of activities through subordinates
- Formulate and revise organizational policies and methods
- Analyze complex written materials

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in business or public administration, education, non-profit management, finance, accounting or economics.

Experience:

Four years of supervisory or management experience managing financial activities within an educational, non-profit, or governmental agency that includes grants and funding planning, development, execution, and reporting.

Special:

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

Travel to locations throughout the District may be required.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
06-14-18
RGK