



MANAGER OF GRANT DEVELOPMENT

JC: FF117
PB: 10
FLSA: Exempt

BU: 95 (NR)
Created: January 2004
Revised: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, manages and oversees the activities and operations of the Grant Development Department including coordinating all grant applications, agreements, and funding transactions with outside funding agencies; including oversight of all Federal, State, and local grant applications; coordinates assigned activities with other divisions.

CLASS CHARACTERISTICS

This is the full-scope managerial level classification is responsible, through subordinate professionals, managing the negotiation of funding agreements with federal, state and local agencies for the District's capital program, the development of funding strategies for the District's capital program, and the preparation of grant application programming and reporting documents for funding agencies. The incumbent presents the District position on complex capital program issues to funding agencies and elected officials. This classification is distinguished from the Assistant General Manager of External Affairs in that the latter manages is responsible for the managing and overseeing in activities and operations of the division.

REPORTS TO

Assistant General Manager of External Affairs or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for assigned services and activities of the grant development and reporting division including the oversight of all Federal, State and local grant applications.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

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5. Supervises all Federal, State and Local funding applications, agreements, allocations, materials for Board presentations and complex financial plans.
6. Negotiates funding agreements with State and local agencies; coordinates negotiations with attorneys, mediators, and project managers; ensures representation of District financial interests.
7. Oversees project funding reserves program on projects funded by Federal, State, and local agencies; ensures all sources of available funding are considered and evaluated.
8. Supervises development of District extension finance plans; reviews extensions plans and funding allocations; ensures adequate source of funding for these development projects.
9. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Prepares the annual Federal Transit Administration grant submission for approval.
11. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
12. Serves as the liaison for the Grant Development and Reporting Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
13. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
14. Provides complex staff assistance to the Department Manager, Capital Development and Control.
15. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to external funding programs, policies and procedures as appropriate.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of grant development and external transportation funding.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a grant development program.
- Principles and practices of general, fund, and government accounting
- Principles and practices of grant funding and allocation
- Principles and practices of program development and administration.
- Methods and techniques of public sector program administration and financial analysis
- Policies, procedures, rules and regulations governing funding programs from a variety of Federal, State and local agencies
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation

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- Public agency operating and capital programs and financing
- Federal and State budget appropriation process
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

- Overseeing and participating in the management of a comprehensive grant development program
- Selecting, supervising, training and evaluating staff
- Participating in the development and administration of division goals, objectives and procedures
- Preparing and administering large program budgets
- Preparing clear and concise administrative and financial reports
- Analyzing and developing funding reserve programs
- Developing complex grant proposals
- Negotiating complex grant issues
- Managing a comprehensive capital development program
- Developing and revising agreements with State and local funding agencies
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Interpreting and applying Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Business Administration, Public Administration, Accounting, Economics, or a related field from an accredited college or university.

Experience:

Five (5) years of (full-time) professional verifiable financial management or related experience which must include two (2) years of supervisory experience.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0120 – Financial Managers
Safety Sensitive: No