



SENIOR GRANTS OFFICER

FC: 000315
PB: E
FLSA: Non-Exempt

BU: 31 (AFSCME)
Created: July 2021

*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 supervision, performs a wide variety of technical and complex tasks related to the planning, development, implementation and administration of the District's grant funding acquisition efforts; assists in the development of strategies to advocate for and secure funding for District projects; performs related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level classification within the Grants Officer series. Classifications at this level possess a specialized, technical, or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of duties. Positions in this classification are flexibly staffed and are normally filled by advancement from the journey level, or when filled competitively, by incumbents with prior experience. This classification is distinguished from the Principal Grants Officer in that the latter performs the most complex work assigned to the series and may serve in a working supervisory capacity over lower level staff.

REPORTS TO

Senior Manager of Grant Development or designee

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

1. Coordinates drafting, technical analysis and submittal of grant applications, including securing letters of support and other supporting material as necessary.
2. Performs a variety of complex planning, development, and implementation of the District's external work to advocate for and secure grant funding.
3. Assists in the development of grant strategies for active and potential projects; monitors and coordinates grant funding opportunities.
4. Monitors and attends meetings of external funding agencies, providing information and insight to internal decision makers regarding relevant developments; represents BART at external funding

agency commission meetings as needed and on technical working groups and advisory committees.

5. Manages execution of grant funding agreements.
6. Responds to grant planning and development requests from various internal and external stakeholders; coordinates projects with internal planning and external staff to align grant applications and funding.
7. Participates in the development of policies and procedures; makes recommendations for changes and improvements to existing procedures and practices; as appropriate, implements approved policies and procedures.
8. Prepares and presents project and funding updates to external partners; prepares analytical reports and presentations for internal departments and external agencies; conducts complex technical analysis on current funding issues and trends.
9. Monitors funding plans, project cashflows, and total project costs (project estimate to complete) for assigned projects to identify potential funding and cashflow gaps that require additional funding.
10. Contributes to Grant Development and Advocacy website; updates Funding Tracker and Capital Improvement Program.
11. Coordinates and participates in District, department, or division organizational studies involving administrative or operational systems, procedures, functions, processes, and techniques
12. Trains assigned employees in their area of work including work methods, procedures, and techniques.
13. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of financial analysis and program management.

QUALIFICATIONS

Knowledge of:

- Financial, and comparative analysis techniques and formulas
- Principles and practices of project funding, plan development, and grant advocacy
- Methods and techniques for assessing performance against established objectives
- Current office procedures, methods and equipment including computers
- Applicable computer software applications
- Related Federal, State, and local laws and grant guidelines and requirements

Skill in:

- Performing complex financial, comparative and management analyses
- Identifying funding sources for proposed and current projects
- Assessing potential projects probability of success in securing potential grant opportunities
- Drafting compelling grant applications that meet the grant guidelines and requirements
- Performing accurate complex financial calculations
- Developing, organizing, and maintaining accurate grant records
- Interpreting complex computerized records and reports
- Interpreting and explaining District policies and procedures
- Preparing clear and concise grant reports, presentations, internal guidance, and other materials
- Operating office equipment including computers and supporting word processing and spreadsheet applications
- Communicating clearly, concisely, and coherently, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of work

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in public policy, public administration, business administration, finance, or a closely related field from an accredited college or university.

Experience:

Three (3) years of (full-time equivalent) verifiable professional grant development, legislative advocacy and/or planning experience including financial analysis experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

BART EEO-1 Job Group: 3500 – Professionals
Census Code: 0710 – Management Analysts
Safety Sensitive: No