

Grants Manager (Categorically Funded) Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=252131>

Downloaded On: Jan. 30, 2025 9:35pm

Posted Jan. 27, 2025, set to expire Mar. 9, 2025

Job Title	Grants Manager (Categorically Funded)
Department	Staff
Institution	Cerritos College Norwalk, California
Date Posted	Jan. 27, 2025
Application Deadline	03/09/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

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Grants Manager (Categorically Funded)

Salary: \$117,900.00 - \$148,260.00 Annually

Job Type: Full Time

Job Number: Grants Manager-25

Closing: 3/9/2025 11:59 PM Pacific

Location: Norwalk, CA

Department: Grants Manager-25

Division: Institutional Effectiveness, Research, and Planning and Grants

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on March 9, 2025 at 11:59 PM.

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

Service excellence is at the core of the Institutional Effectiveness, Research, Planning, and Grants (IERPG) office at Cerritos College. IERPG provides timely and trustworthy data to all campus constituents at the same time it gives these stakeholders counsel in data-driven planning and decision making. IERPG also serves as the nexus for municipal, state, and federal reporting for the college, relying on its analysts to ensure the integrity of reporting, understand the business processes that make up the data, and articulate the importance of those reports to the campus community. In addition, IERPG acts as a resource for developing grants through external funding opportunities at Cerritos College.

Summary

Under the direction and supervision of the Dean of Institutional Effectiveness, Research, Planning, and Grants, the Grants Manager is responsible for overseeing grants by managing their development,

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writing, submission, coordination, and award processes. The Grants Manager oversees federal and state grants as well as other grants. The work culture is dynamic and fast-paced, requiring multitasking skills and meticulous oversight of federal and state budgets. The Grants Manager identifies and prioritizes institutional needs and plans, organizes and develops competitive proposals for District-wide grants and other grant development activities by seeking out potential funding sources and resource opportunities that align with institutional priorities and initiatives. The Grants Manager ensures that all financial aspects - from budget allocation to expenditure tracking - are managed effectively and in compliance with federal and state funding guidelines.

Distinguishing Career Features

This position reports directly to the Dean of Institutional Effectiveness, Research, Planning, and Grants and is responsible for providing manager-level support to the District's overall grant programming.

Job Duties

Essential Duties and Responsibilities

- Conducts research and identifies potential federal, state, private, and non-profit funding sources that align with the District's goals and priorities. Make recommendations on whether funding sources are a good match for campus projects, programs, and/or initiatives.
- Ensures the synthesis of key information from Requests for Applications (RFA) and/or other application opportunities. Provides District personnel with supportive grant-related documentation including RFA summaries and grant outline templates.
- Develops, writes, and submits grant proposals and application forms in accordance with funding opportunities and in collaboration with District's content experts.
- Creates accurate, compliant budgets for grant proposals and ensures that proposed activities are allowable within District policies and procedures as well as compliant with state and federal regulations.
- Establishes grant development timelines and coordinates with District personnel for timely development of project designs and relevant budgets. Ensure deadlines are met by establishing priorities and a calendar of grant development and management activities.
- Reviews and/or approves revenues and expenditures and project status to ensure proper expenditures of grant funds.
- Provide technical and resource assistance to District faculty, staff, management, and/or administrators on grant activities.
- Maintains collaborative relationships with internal departments (i.e., Fiscal, Purchasing, Facilities, and Human Resources) relevant to grant development and implementation to ensure internal review processes are followed and completed in a timely manner. Maintains collaborative

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- relationship with Cerritos College's Foundation to facilitate maximal funding opportunities.
- Provides information on institutional grants by communicating compliance requirements for grant terms and conditions.
 - Assists and orients assigned project directors on grant terms and conditions. Advises on grants management best practices and methods for ensuring compliance. Administers and supervises the District's grants activity and data and provides timely and accurate reports.
 - Maintains official grant file for audit purposes. Assist Fiscal Services with audit activities related to grants.
 - Creates, designs, and implements policies, procedures, and processes related to grant management and proposal development. Keeps records of grants and tracks college resources allocated to grants.
 - Manage the preparation of proposals and/or required reporting for successful submission to external agencies. Ensure the integrity, accuracy, timeliness of submission delivery, and compliance with all relevant policies, procedures, and regulations.
 - Performs other related duties as assigned.

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Minimum Qualifications

Minimum Qualifications for Education and Experience

Requires a bachelor's degree in education, behavioral or social sciences, business, or related field or the equivalent. Five (5) years of increasing responsible grants-related work experience, with two (2) of those years serving in a supervisory or management capacity or an equivalent combination of training and experience.

Understanding of and sensitivity to meeting the needs of a diverse academic, socioeconomic, cultural, disability, and ethnic background of the student, community, and employee population.

Preferred Qualifications for Experience

Three (3) years of contracts or grant related work experience, and two (2) years of supervisory experience in grants. Experience monitoring and projecting budgets. Experience with successfully writing and securing grants. Verbal and written bilingual skills in Spanish. A Master's degree in the previously listed disciplines is preferred.

Supplemental Information

Knowledge and Skills

- Principles, methods, and best practices of grant proposal development for an educational institution and federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility.
- Knowledge of community, regional, state, and national funding sources.
- Knowledge of grant research, applications, and administration.
- Advanced principles, practices, methods, and techniques of program, administrative and organizational analysis, and planning and management as applicable to assigned area.
- Principles and practices of public administration, including compliance, purchasing, contracting, and maintenance of public records.
- Principles, practices, and methods of budget development, management, and control, as well as grant tracking and monitoring.
- Knowledge of federal, state, private, and non-profit funding sources to meet high-priority college funding needs in all specified areas.

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- Principles and knowledge of effective data management, record keeping, and reporting techniques.
- Understanding key performance indicators, goals, and measurable objectives and how to implement them.
- Principles and practices of sound business communication, research methods and analysis techniques, writing skills, and principles and practices of effective administration, management, and supervision.
- Principles and practice of project management and coordination.

Abilities

This position requires the ability to:

- Learn, interpret, and ensure compliance with state and federal laws and other federal and state regulations as related to the responsibilities of the position.
- Lead in the preparation, development, and submittal of grant requirements.
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures.
- Define complex program concepts, budget, and planning issues, perform difficult analyses and research, evaluate alternatives, and develop sound conclusions and recommendations.
- Provide leadership to coordinate program activities with multiple District stakeholders and facilitate development of consensus among diverse groups and individuals.
- Understand, interpret, explain, and apply federal, state, and local policy, law, regulations, and court decisions applicable to areas of responsibility.
- Present information, conclusions, and recommendations clearly, logically, and persuasively to both internal and external program stakeholders.
- Exercise independent judgment and initiative in the recognition and resolution of problems and issues within established policy guidelines.
- Establish and maintain effective working relationships with District administrators, management, faculty, staff, state and federal agencies, funding sources, representatives of other public agencies, and others encountered in the course of work.
- Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials as required.
- Use of computers and technology in the performance of duties including the ability to oversee the District's grants and contracts database.
- Work independently with little direction.
- Meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Communicate effectively, both orally and in writing as well as establish and maintain cooperative

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and effective working relationships.

Physical Abilities

This position requires the physical ability to:

- Function effectively indoors in an office environment engaged in work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis with or without accommodation.
- Must be able to recognize printed material (printed or online) for more than 75% of the expected work time.
- The person in this position frequently communicates with members of the campus community through various modalities. Must be able to exchange accurate information in these situations.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Work a flexible schedule, which may include evenings, weekends, and split schedules.

Licenses and Certificates

Requires a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Salary/Fringe Benefits

Grade 27 on District Management Salary Schedule (\$9,825.00 - \$12,355.00 /month). * ***The position is to be funded by the Title V grant. After this grant expires, there is a possibility for an extension if additional federal grant funds are secured.***

Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)

Participation in the Public Employee's Retirement System that is also integrated with Social Security or State Teacher's Retirement System

22 days annual vacation.

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An annual stipend of \$4,023 shall be provided to management employees with an earned doctorate degree.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment

This is a full-time 12-calendar month categorically funded classified manager position. Employment is to be effective as soon as possible following completion of the selection process. Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Board Policy 2905 will require mandatory COVID-19 vaccinations as a condition of employment. The District requires all employees to submit proof of full vaccination against COVID-19, as defined by the CDC. Full policy details can be found on the website; [Cerritos College - Chapter 2 - Board of Trustees](#). Employees may submit requests for medical or religious exemptions to the vaccine mandate for consideration. Details are available on the District's [COVID-19 webpage](#). Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be available to work on site and be able to provide proof of California residency prior to employment.

**** Please note - the District does not provide for immigration sponsorships such as H1B Visas.**

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at

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the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

Required Documents

1. Cover Letter
2. Resume/CV
3. Unofficial Transcripts (Must show all coursework completed and conferral date of the degree)

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4801325/grants-manager-categorically-funded>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff
Cerritos College



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