



GRANT PROGRAM ADMINISTRATOR (Part-time)

Position Summary: The Grant Program Administrator is a 20-hours a week position, responsible for managing the development, administration, reporting and closeout of grants and other programmatic funds of the Foundation. This position will manage an Innovative Mini Grants Program, funded by Alameda County Behavioral Health Care Services to address the opioid crisis in the county. The Grants Administrator will ensure that grant-making and related processes, documents, procedures and implementation are executed professionally, efficiently, on schedule, in compliance with all donor requirements, and in a manner consistent with best practices. Please note, this is a two-year contract/grant funded position.

ADDITIONAL INFORMATION

Primary Job Responsibilities: This position will serve as the primary point person for management of an Innovative Mini Grants Program, funded by Alameda County Behavioral Health Care Services (ACBH), to address the opioid crisis in Alameda County. This grant program will be the primary responsibility of this position.

Management of this grant program will include:

- Development of community Request for Proposal (RFP) and application process in alignment with ACBH's priority areas and requirements; This includes set-up of an online application system through Foundant Grant Lifecycle Management System
- Oversight of an outreach and communications plan to widely advertise the funding opportunity to organizations throughout the County; Liaise with design agency on development of outreach materials
- Support to grant applicants as needed, including virtual meetings to explain the opportunity and application process

- Review all applications for minimum qualifications, including compliance to Department of Health Care Services Allowable Expenditures guidelines
- Monitor and support grantees in achievement of deliverables and outcomes
- Development of mid-term and end of project reporting templates for grantees, review and compilation of all reports
- Prepare bi-annual reports to ACBH on the status of fund expenditures and grantees' project outcomes
- Coordinate with accounting manager on: tracking grantee expenditures, ensuring compliance with allowable expenditures, disbursing funds to grantees in line with grant agreements, and accurate invoicing to ACBH
- Serve as primary liaison with ACBH including through weekly meetings during the grant development process and at least once per month thereafter

In addition, this position will support 3VCF in other grant making priorities, such as:

- Develop Foundation grant and application processes, in conjunction with 3VCF CEO/President.
- Provide technical assistance to grantees with online application and reporting processes
- Maintain the online nonprofit database and physical grant files ensuring the accuracy and integrity of data as well as grantee relationship history
- Oversee standard terms and conditions for grant award letters and agreements
- Train Foundation staff on grants management software; ensures that protocols are executed properly; Creates and edits software templates and reports
- Maintain relationship with grants management software vendor; coordinates with Foundation's IT vendor to maintain software

- Assist with required research pertinent to grant due diligence, ongoing review, and close-out analyses
- Works with Foundation support staff and CEO/President to coordinate and maintain grant cycle calendar and site visit schedules; assists with the preparation of grant related materials for Committee and Board Meetings
- Supports the Foundation's finance and communication functions; generates requested information, data and reports from information maintained in the grants management database or other sources of information
- Other duties as assigned aligned with 3VCF's strategic plan, goals and objectives

SKILLS REQUIRED

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent client relationship and customer service skills
- Excellent written and oral communication skills; exceptional interpersonal skills, a focused listener
- Advanced MS Office skills
- Strong organizational and project management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Ability to take initiative and manage projects assigned through completion with minimal supervision
- Ability to work effectively independently and as a highly resourceful team player under pressure and within deadlines

- Creative and innovative thinker, who actively presents new opportunities, proposes solutions and recommends best practices
- Ability to anticipate challenges and effectively resolve potential issues through creative problem solving
- Ability to work creatively and with flexibility in a fast paced environment while maintaining high work standards
- Ability to develop rapport and engender trust
- Exhibits a positive attitude and professional demeanor

Education and Experience Requirements:

- Bachelor's degree, preferred
- 5+ years of applicable grant administration experience, public or private sector, required
- Experience managing nonprofit grants and Alameda County funding, including reporting and compliance requirements and standards is highly desirable.
- Experience working in a nonprofit environment highly desirable
- Experience with donor and grant-making software (e.g. Foundant), desirable

Physical Demands: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment is flexible and hybrid (ability to work from both office and home.)

Travel: Minimal travel within Alameda County and Bay Area region