

Role Title	Grants Manager
Role Reports to	Executive Director
Exemption Status	Non-Exempt

Position Summary

Facilitating Access to Coordinated Transportation (FACT), a nonprofit based in Oceanside, helps San Diego County residents find suitable transportation services. FACT operates transportation in all cities in San Diego County. FACT is an equal opportunity employer and offers benefits, including healthcare, and a friendly work environment. FACT is conveniently located near freeways and public transit.

As the Grants Manager, you play a key role in contributing to FACT's success in providing transportation services to our community by securing grant funding for FACT's operations and ensuring all compliance needs and requirements are being met to maintain that funding.

Essential Duties & Responsibilities

Grants

- Identifies applicable funding grants to apply for and completes application process
- Submits applications as needed according to funding cycles
- Collects data and needed information from identified internal stakeholders to provide grant providers
- Ensures requirements for funding are being met and reworks scope of work as needed when grant requirements change
- Troubleshoots and mediates between FACT service providers and grant providers
- Manages monthly invoicing process
- Conducts presentations for stakeholder groups in order to secure funding opportunities or update on services provided using funding
- Manages bids, proposals, and RFP's from external stakeholders
- Develops processes and policies to ensure all requirements and expectations are being met
- Reviews and modifies scope of work and contracts as needed
- Conducts outreach to ensure needed responses to RFP's
- Develops protest procedures for proposals that do not meet requirements

Administration and Compliance

- Submits business plan for Board approval annually
- Collects data reporting, regional data, and transportation data
- Assists in navigating escalated service issues
- Provides general coaching and training to the team as appropriate
- Acts as Title 6 and ADA Compliance Officer and ensures plan for services to meet requirements is established and maintained according to deadlines
- Manages any complaints related to disability or discrimination
- Ensures translation services are available and equal access is provided for all riders
- Provides overall supervisory management of vehicle fleet including lease management, usage information, number of vehicles available, and retirement of vehicles

Qualifications

- A minimum of 5 years related experience in public service funding preferred

- Bachelor's degree in public administration, business, or related field preferred
- Experience with Microsoft Suite preferred

Competencies

- Familiarity with US Department of Transportation (USDOT) and Federal Transit Administration (FTA) grants is highly desirable
- Excellent project and time management skills
- Savvy with data analysis and financial analysis
- Ability to provide clear written communication tailored to the correct audience
- Interpersonal skills and the ability to work both independently and as part of a team
- Clear verbal communication skills and the ability to present in front of a group
- Self-driven and motivated to meet and exceed goals
- Mediation and problem solving skills

Working Conditions & Physical Demands

The physical demands described below are representative of those that must be met/tolerated by an employee to successfully perform the essential duties of this position. The working conditions are typical of those found in a professional office environment. There is little to no exposure to noise, extreme temperatures, uneven surfaces, moving machinery, odors or fumes. The lighting conditions are moderate, and employees will occasionally work in close proximity to others. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

While performing the duties of this job, the employee is regularly required to:

- Prolonged periods in a sedentary position at a desk and working on a computer
- Able to discern visual information regardless of distance
- Continuous use of arms, wrists, hands, and fingers
- Able to accurately exchange information orally with others
- Move about inside the office to access file cabinets, office machinery, etc.
- Operate a computer and other office equipment
- Communicate and exchange accurate information clearly with others.
- Continuously able to interpret visual content displayed on a digital screen
- Must be able to lift, push, pull, carry, or otherwise move objects up to 15 pounds

Compensation & Benefits

The budgeted starting salary that FACT reasonably expects to pay for this position is \$70,000 to \$85,000. This takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, external market comparisons for similar positions in similar geographic locations and size. Offers are determined based on final candidate qualifications and experience.

- Health, dental, and vision insurance through FACT's group plan 100% covered by employer
- Eligible for a 5% employer match towards retirement planning
- 12 paid holidays per year
- Two weeks PTO after one year of service

Please send resume to: factsd@factsd.org