Capitol Government Contract Specialists

Principal Planner

Capitol Government Contract Specialists

Location: Los Angeles Metropolitan Area (Hybrid)

Seniority Level: Mid-Senior level

Industry: Business Consulting and Services

Employment Type: Full-time

Apply Now!

About the Company: Capitol Government Contract Specialists (Capitol GCS) was formed in 2011 with its headquarters in Irvine, CA. Capitol GCS provides Program Management Oversight services to transit agencies across the country in support of their bus and rail vehicle projects. By leveraging our staff of senior transit industry veterans, we ensure that acquisition and overhaul projects come in on time, on budget, and meet the technical specification requirements.

About the Role: Capitol GCS is seeking a Principal Planner to lead strategic grant funding initiatives for public transit capital projects. This role is responsible for identifying discretionary State and Federal funding opportunities, developing pursuit strategies, and overseeing the full grant program pipeline on behalf of our clients. The Principal Planner will provide senior-level guidance on proposal strategy, agency coordination, and program compliance. This is a full-time position, with candidates based in California preferred.

Responsibilities:

- Research, identify, and evaluate discretionary State and Federal grant funding opportunities.
- Maintain a pipeline of upcoming funding opportunities and provide strategic recommendations on pursuit priorities.
- Coordinate with client agency staff, including planning, engineering, finance, and operations personnel, to gather technical data and project justifications.
- Develop budgets, timelines, and supporting documentation in coordination with program and finance staff.
- Track application deadlines, award notifications, and post-award compliance and reporting obligations.
- Provide strategic oversight and quality review of grant proposal narratives prepared by supporting staff.
- Assure proposals align with client agency goals, funder priorities, and all applicable regulatory requirements.
- Serve as a primary point of contact for client agencies on grant strategy and program planning.

Qualifications:

- Bachelor's degree in Urban Planning, Public Administration, Transportation, or a related field required; Master’s degree preferred (or equivalent experience).

Capitol Government Contract Specialists

Required Skills:

- A minimum of 10 years of experience in transportation planning, grant program management, or a related field.
- Demonstrated experience with discretionary State and Federal grant programs.
- Strong strategic planning and analytical skills, with the ability to guide funding pursuit decisions.
- Excellent research, writing, and communication skills.
- Strong project management skills with the ability to manage multiple concurrent deadlines and staff.
- Ability to work independently and represent Capitol GCS with client agencies.
- Experience with LA Metro preferred.

Pay range and compensation package: $150,000 - $200,000 annually, commensurate with experience.

Equal Opportunity Statement: Capitol GCS is committed to diversity and inclusivity in the workplace.

5151 California Ave, Suite 100 Office #143, Irvine, CA 92617
Office: (949) 299-7934