



# MARIN MUNICIPAL WATER DISTRICT

## Grant Program Coordinator

### **DEFINITION**

Under general direction, researches, develops and writes grant proposals seeking financial support from foundations, corporations, individuals and governmental agencies for special District projects. Duties include grant preparation, monitoring and administration, review and selection of qualified and appropriate projects, government relations with county, state, and federal agencies, management of funding agreements and reporting, as well as performing related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Grant Program Coordinator is a single incumbent management level classification with responsibility for the research and development of District-wide grant proposals, coordination of grants and strong collaboration with District staff, representatives and stakeholders of state and federal funding agencies, foundations, corporations, and other relevant organizations. This position reports to the Water Conservation Manager, consults with the Administrative Services Division Manager – Treasurer, and works closely with all Divisions to develop grant applications and proposals, manage funding agreements, and complete required reporting and reimbursement invoicing.

### **EXAMPLES OF DUTIES**

Typical duties may include but are not limited to the following:

- Researches available grants that meet the District's needs from a variety of granting agencies that include state and federal agencies, foundations, corporations and other relevant organizations;
- Develops contacts for grant opportunities by staying current with other water agencies and associations, county, state and federal legislation and events and represents and promotes District in a positive manner;
- Conducts interdepartmental, divisional meetings to identify and prioritize project needs, coordinate and research grant preparation;
- Researches operational and fiscal requirements for specific grant proposals;
- Prepares grant applications providing sufficient detail and information in accordance with funding agency requirements and all subsequent follow-up documentation;
- Recommends and monitors procedures for awarded grants including project development of required reporting documentation or plans such as project assessment and evaluation plan;
- Reviews grant agreements and coordinates legal review, Board actions as needed, and execution of agreements;
- Monitors grant plan requirements by coordinating with project managers internally and externally, and coordinates with appropriate District personnel to track grant funded project costs;
- Tracks grant agreement requirements and coordinates with appropriate staff to ensure timely submittal of required deliverables and other material;
- Develops and submits required progress and final reports;

- Coordinates with Finance Division to complete and submit grant reimbursement invoices to funding agencies;
- Prepares staff reports and makes presentations to the Board of Directors on grant-related issues and budget augmentations associated with grant funding;
- Provides assistance in resolving issues and conflicts with funding agencies;
- Participates in government relations with county, state and federal agencies;
- Writes or directs others in writing grant applications;
- Works with various project managers and technical leads for grant preparation;
- Develops, and manages grant-giving program, reviews and selects qualified and appropriate projects and presents to Board for approval to receive grant awards, administer contract provision for grantees; and
- Perform other related duties as assigned.

### **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Principles and techniques of grant proposal writing and budgeting;
- Grant application processes, accessing applicable resources and funding sources;
- Effective interpersonal and grant funding administrative skills;
- Principles and practices of public administration;
- Principles and practices of public finance and governmental accounting;
- Techniques of administrative and complex budgetary analysis;
- Computer hardware and software that is used in the research and preparation of grants;
- Relevant government rules, guidelines and legislation relating to grants;
- Basic District operations and current water industry issues;
- Relationships with adjacent and supporting agencies and local governmental bodies;
- Principles and practices of sound business communication;
- Correct and effective use of the English language in oral and written communications;
- Dynamics of interacting with all levels of staff, stakeholders and workgroups;
- Computer applications that support needs of position.

Ability to:

- Effectively research, identify, and explore grant opportunities and write grant applications;
- Understand, interpret, and apply complex rules, regulations, and legal provisions;
- Review, track, and coordinate fulfillment of grant agreement requirements;
- Plan, prioritize and coordinate multiple projects while meeting critical deadlines;
- Develop and establish objective performance measures and standards;
- Gather, analyze and evaluate a variety of data;
- Write in a clear, concise and persuasive manner and develop strategic plans;
- Provide necessary documentation to support grant requirements;
- Use and understand common data base, spreadsheets, and word processing applications used in a PC network environment;
- Communicate effectively orally and in writing, presenting conclusions and recommendations before the Board and other groups;
- Understand the District's goals and objectives as related to the development of appropriate grant funding;
- Establish and maintain effective working relationships with those contacted in the course of work;

- Depending upon job assignment, drive a vehicle;
- Travel to alternative work locations and offsite meetings.

### **Training and Experience:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from an accredited college or university with a Bachelor's degree in public administration, business administration, accounting, political science, economics, English composition, journalism, communication or closely related subject;

And

- Four years experience with demonstrated success in developing and receiving (preparing) competitive grant proposals from local, state, federal, public and private agencies, and foundations.

### **OTHER REQUIREMENTS**

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

### **LICENSES AND/OR CERTIFICATIONS**

- Related master's degree is highly desirable.
- Possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

Depending upon assignment, employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: February 2006  
Revised: October 2008, November 2015, January 2018  
Approved by: Human Resources Manager