

Cal Poly Humboldt, Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: Program & Grants Manager
Location: Eureka, CA --or-- Sacramento, CA
Hours: Full Time, 12 months/year, Exempt
Salary: \$65,000 – \$90,000 DOE
Project Name: Northern California Small Business Development Center Lead Center (Norcal SBDC)
Supervisor: Norcal SBDC Deputy Director

GENERAL INFORMATION

The NorCal SBDC is a program of Cal Poly Humboldt Sponsored Programs Foundation (Cal Poly Humboldt SPF). The Lead Center (headquarters) is located near the Cal Poly Humboldt campus in Eureka, CA with a secondary office in Sacramento, CA. The program serves the business community in 36 northern counties of California with non-credit education and consulting. Funding for these programs comes from the federal Small Business Administration (SBA), and the California Governor's Office of Economic Development (GO-Biz). Cal Poly Humboldt has hosted the SBDC program since January 2006.

The Program & Grants Manager is a redefined position within the organization, and is full-time, exempt, and a 12-month position. The job offers a competitive benefits package including group health, dental, and vision, and retirement contribution. The schedule is 40 hours per week, Monday through Friday, with varied schedules and occasional weekend and evening hours.

POSITION SUMMARY

Under the general supervision of the SBDC Deputy Director, the Program & Grants Manager is responsible for programmatic compliance and grant management for the Norcal SBDC Network, as well as medium-to-large scale development projects as assigned. Working closely with senior management, Service Center management, and Service Center staff, the Program & Grants Manager will oversee programmatic grant reporting, annual grant renewal processes, be part of the development team working on proposals and other business opportunities, and help manage and oversee contracts and other solicitations. This position will have frequent opportunities to leverage their strengths for the benefit of the network.

A successful applicant will have a high degree of familiarity with grants and compliance, and possess general business know-how as well as above-average technical abilities. They must be a strong writer and enjoy writing. This position will support day-to-day operations of the Norcal SBDC, but also work on the larger regional scale to maintain accountability with funders and build successes with grant applications and other funding opportunities. The ideal candidate will be self-motivated, resourceful, have strong interpersonal skills, and possess impeccable communication skills.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

Proposal Development (~25%)

- Coordinate non-budgetary components of annual Federal proposal.
- Coordinate fiscal and programmatic components of annual state proposals.
- Find, coordinate, and draft other proposal opportunities as they arise.
- Assist Service Centers with their proposals as needed.

- Be the primary liaison with Cal Poly Humboldt SPF for proposal matters.

Grant Compliance and Funder Reporting (~25%)

- Complete quarterly and semi-annual funder-required programmatic reporting.
- Oversee metric reporting.
- Maintain familiarity with federal and state rules and regulations and understand how they affect the SBDC program.
- Respond to other funder requests and compliance requirements as needed.
- Be the primary liaison with Cal Poly Humboldt SPF for all SBDC reporting matters.

Contract Management (~10%)

- Create and maintain RFPs for solicitation of vendors and partners.
- Complete sole source documentation as required.
- Negotiate with vendors and partners and coordinate with Cal Poly Humboldt SPF on all contract matters.
- Support payment process as required.

Lead Center Program Operations (~10%)

- Develops, updates and oversees policies and procedures; trains staff and contractors on assorted policies and procedures.
- Maintain familiarity with CRM, Intranet, Google Suite, to assist with administration.

Medium/Large Project Management (~25%)

- These are intermittent and varied, and can take from a few hours to several months. Frequently involves coordinating with various Departments of the SBDC Lead Center. May involve regional travel. Examples from the past include launching an intranet for the organization and launching a direct-to-consumer mini-grant program.

Other tasks as assigned (5%)

KNOWLEDGE, SKILLS & ABILITIES

- Ability to quickly synthesize and understand new and large amounts of data
- Excellent interpersonal skills
- Experience using Microsoft Word, Excel, PowerPoint, Google Docs
- Strong project management and time management skills
- Ability to develop strong relationships and work with senior level managers and partners
- Very effective in written communications—technical, professional, formal, informal
- Strong verbal communications—one-on-one, phone, videoconferencing, small group presentations
- Experience working with a CRM system such as Neoserra

PREFERRED QUALIFICATIONS

Preference will be given to candidates who demonstrate the following:

- Prior experience working within an institution of higher education
- Prior experience working with federal and/or state grants
- Previous experience working for a Small Business Development Center program.
- Previous experience working with Cal Poly Humboldt Sponsored Program Foundation or similar entity

MINIMUM QUALIFICATIONS

- Computer skills required include proficiency in Word, Excel, PowerPoint, and Google Docs
- Excellent writing and verbal communication skills

- Ability to learn new, complex topics easily
- Detail-oriented with excellent organization and multi-tasking abilities
- Confidentiality is critical for this role
- AA or Bachelor's Degree preferred from an accredited university or the equivalent in 4 years or more of progressively responsible administrative coordination/management
- Must possess a valid California driver's license

APPLICATION PROCEDURE

Qualified applicants should submit the following items via email at careers@norcal sbdc.org.

1. Cover letter
2. Résumé
3. Three professional reference contacts
4. A complete Cal Poly Humboldt SPF [Employee Information Form for Applicants](#)

Application Review Date: Position is open until filled, but first review of applications will be October 30, 2023.

While continuation of this position is foreseen for years to come, all Norcal SBDC positions are contingent on continued federal and state funding. This is not a state or federal position.

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://hraps.humboldt.edu/reasonable-accommodation>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position.