

POSITION DESCRIPTION

Position Title:	<u>Grants Manager</u>
Department:	<u>The Tower Foundation of San Jose State University</u>
Reports To:	<u>Chief Operating Officer</u>
Salary:	<u>\$79,637 - \$91,546</u>
Exempt Status:	<u>Exempt</u>
Posting Date:	<u>February 12, 2021, open until filled</u>

The Tower Foundation of San Jose State University (“Tower”) is SJSU’s foundation dedicated to philanthropy. Established in 2005, it is responsible for stewarding the university’s endowment, building a culture of philanthropy among its alumni and providing the highest quality service to the university community.

General Nature of Position:

The Grants Manager performs a variety of professional accounting functions involving project budget development, fiscal interpretation and analysis, reconciliations, reviews of multiple accounts and transactions, management of pre- and post-award accounting and reporting, and monitoring compliance with required deliverables.

Duties and Responsibilities:

The Grants Manager will

- develop, prepare, and finalize proposal budgets, and provide budget justification;
- review and approve expenditures, advise on post-award spending and commitment activity, and oversee compliance related to fund and revenue;
- develop and communicate reports supporting project status;
- create effective forecasting and decision aides;
- have responsibility for grant closeout and submission of final reports and certificates;
- compile information and documents needed for audit inquiries;
- understand, apply, and advise on foundation and university policies for projects;
- serve as a resource on grant administration and overall technical resource to project director and other university staff;
- assist principal investigator in the preparation of the administrative components of proposals within parameters of funder guidelines;
- serve as an active partner to principal investigators, Corporate and Foundation Relations, research groups, and other departments;
- respond to sponsor inquiries;
- ensure that grants are set up properly and that cost-sharing requirements are fulfilled;
- participate in and contribute to process improvements; and
- perform other duties as assigned.

Qualifications:

The ideal candidate for the position of Grants Manager will have

- strong accounting skills;

- knowledge of Generally Accepted Accounting Principles;
- competency in project management;
- demonstrated technical skills with MS Office (intermediate Excel and Word skills) and with email programs such as Gmail;
- knowledge of Blackbaud Financial Edge and Advance Web Access (AWA) preferred;
- excellent oral and written communication skills;
- ability to compose and appropriately format correspondence and reports;
- ability to review a proposal or manage a project with understanding of the overall scope and goal of each sponsored project;
- excellent customer service skills;
- ability to handle multiple concurrent projects in a deadline-driven environment;
- high level of initiative, attention to detail, and exceptional organizational skills; and
- ability to work under time-sensitive deadlines with minimal supervision.

A four-year degree in accounting is preferred for this position. A minimum of three years experience with public- or privately-funded grant administration is required.

The ideal candidate will possess the following qualifications:

SUPERVISORY RESPONSIBILITIES:

No supervisory responsibilities.

BENEFITS:

Tower Foundation offers a highly-competitive benefits and compensation package. Benefits include comprehensive healthcare, paid vacation and sick leave, opportunities for continued professional development, and a 403B plan with a company contribution after 13 months of employment.

APPLICATION PROCEDURE:

To apply for this position, submit a resume and letter of interest to towerjobs@sjsu.edu or:

The Tower Foundation of San Jose State University
 Human Resources
 One Washington Square
 San Jose, California 95192-0183

Tower Foundation is not a visa sponsoring organization.

Tower Foundation employment is separate and distinct from San Jose State University or State of California employment. Tower Foundation is an Equal Opportunity Employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status, consistent with all applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.