POSITION: Grants Coordinator
32-40 hours per week / Full-Time / Benefited / Salary / Exempt
RECRUITMENT ID: 774
LOCATION: College of Communication and Education; This position will be telecommuting until further notice due to COVID-19; Candidate must be a California resident at the start of the position
COMPENSATION: Commensurate with experience

ESSENTIAL JOB FUNCTIONS: The CME Grants Coordinator will work with faculty and staff within the College of Communication and Education (CME) to complete a variety of writing, budgeting, and reporting projects and provide other support and assistance in the implementation of CME’s overall grants, contracts, and program development efforts. The individual will work with Chico State Enterprises and University Advancement to identify, define, and develop funding sources to support existing and planned program activities, as well as coordinate the development, writing, and submission of grant proposals to third-party entities. The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by third-party public and private sources.

- Organize CME’s grants and private foundation gifts to Chico State Enterprises and University Advancement respectively.
- In collaboration with Project Directors, edit and coordinate grant application submissions with CSE, including creation of budgets that reflect effort that coordinates with the grant goals and objectives.
- In collaboration with Project Directors, edit and coordinate submission of interim and final reports, especially budget reports. Manage CME grant reporting processes, timelines, and information-gathering efforts. Coordinate with Project Directors to create budget revisions.
- Track current and historical results of CME grant-funded programs/initiatives; maintain and implement funding calendar activities, including cultivation activities. Monitor mailing lists and distribute to those who would potentially be interested in the opportunity.
- Identify new program areas to match institutional priorities, using research tools.
- Communicate with Project Investigators, Project directors and funding agencies or organizations to ensure proper reporting and continued grant eligibility.
- Engage with program officers at organizations to develop and maintain positive and productive relationships.
- Supervise and direct office staff and student assistants in support of all functions related to the CME Research and Grants Office.
- Assist in preparation of reports to funding sources, information for staff and Advisory Boards; provide general writing, editing and other communications support as necessary.

EMPLOYMENT STANDARDS:
- Preference given to those with a bachelor’s degree from an accredited college or university and/or a minimum of five years of related experience in grant development/management and a proven track record of grant program development.
- Demonstrated understanding of, and experience with, methods, practices, and procedures associated with grant development/management including data analysis, technical reports for Education-related fields;
• Proven ability to work autonomously and to handle program development, management, and evaluation activities simultaneously;
• Experience developing proposals and materials in support of grant development;
• Ability and experience to work with college, division, campus leadership, and advisory boards to establish, implement, and evaluate grant awards and/or contract plans and goals;
• Experience in working with program development research;
• Ability to establish and maintain effective and cooperative working relationships with public, private and community partners, donors, volunteers, faculty, staff, and administrators;
• Willingness to travel as required to effectively perform the duties of the position;
• Ability to communicate effectively in a variety of formats to a broad range of audiences;
• Excellent organizational skills with ability to implement systems and follow-up processes;
• Ability to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints;
• Possess excellent writing, budgeting and computer skills (Microsoft Office Word, Outlook, PowerPoint and Excel), and database management skills;
• Possess a willingness to develop new skills to promote professional growth;
• Read and write at a level appropriate to the duties of the position;
• Adjust to change (e.g., work environment, technology);
• Function cooperatively and productively as a member of a unit, with experience working with both faculty and staff.
• Preference will be given to applicants with experience and working knowledge of the fields/departments of education and communication within a public institution of higher education.

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit the following:
• Chico State Enterprises application
• Cover letter
• Resume

APPLICATION DEADLINE: Application review begins June 7, 2021. Open until filled. Applications can be submitted:

BY EMAIL:
csejobs@csuchico.edu

For questions, please contact Chico State Enterprises Human Resources office:
BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse/

The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.