



**Job Announcement & Recruitment, Position Description:**  
**Grants & Contracts Manager**

**May 18, 2021**

**Who We Are:** A regional public/private economic development organization, EDC-VC is a California non-profit 501c3 corporation dedicated to maintaining the region's economic health and vitality, delivering programs that support business retention and growth, attraction and entrepreneurship. Our purpose is to raise overall productivity and incomes and quality of life. For major programming, we administer the Ventura and Santa Barbara County Small Business Development Center, providing through a team of more than 40 professional advisors technical assistance to some 1,600 firms annually. We assist businesses to access capital both through connections to other lenders and through our own direct lending. We maintain special capacity for the larger Los Angeles region for targeted assistance in international trade, business start-up and innovation, manufacturing, and business process improvement. EDC-VC also serves as the Ventura County Film Commission and is the lead for the Pacific Coast Broadband Consortium.

**See attachment for instructions on the application process.** Get application [Here](#) or may be requested through Kelly Noble, 805-409-9156, [kelly@edcollaborative.com](mailto:kelly@edcollaborative.com). For additional organizational information see [www.edcollaborative.com](http://www.edcollaborative.com).

**Additional inquiries may be directed to:**

Bruce Stenslie, President/CEO  
4001 Mission Oaks Blvd, Ste A1  
Camarillo, CA 93012  
805-409-9155  
[bruce@edcollaborative.com](mailto:bruce@edcollaborative.com)

**Application details:**

Applications will be accepted continuously until the function is filled.  
Our target start date is by July 1, 2021.  
Annual salary depends on fit and experience; generous benefits package.

**POSITION DESCRIPTION: *Grants & Contracts Manager***

This new position is responsible for identifying and applying for new funding resources and for supporting program service delivery and financial management teams in the administration, reporting, closeout and renewal of grants and contracts serving regional economic development.

Job duties are concentrated in two areas:

- Program development: includes researching, identifying and applying for grants and contract opportunities, the development of proposals, completing grant-specific reports, reviewing and approving grant and contract terms, coordinating deadlines, developing budgets and program service goals.
- Program management: includes grant and contract compliance, supporting program managers in tracking and reporting outcomes, supporting fiscal staff in the tracking and reporting of expenses and developing invoices, facilitating coordination between and among the various program services for business clients.

**Roles & Responsibilities:** Roles and responsibilities include, but are not limited to, the following:

- Research and identify availability and potential fit and develop proposals for new funding resources in support of regional economic development.

- Monitor grant and contract program budgets, expenditures, program service goals and actual and projected outcomes and expenditures and coordinate with program managers and fiscal office for reporting and ensuring effective program outcomes.
- Perform analyses and prepares reports to ensure that contracts are within negotiated and agreed-upon parameters and cost control guidelines.
- Ensure alignment of actual program expenditures and budgets by maintaining accurate records of expenditures and preparation of expenditure projections.
- Interface with program management to provide support and analysis contributing to meeting program requirements.
- Prepares final closeout estimates and reports and grant/contract variances.
- Create and provide the following to support program and fiscal management teams:
  - Assist with proposal development and preparation
  - Variance analyses
  - Review subcontractor invoices and service reports
  - Compliance with EDC policies and procedures
  - Conduct periodic review and analysis of labor hours distribution
  - Assist with month and quarter end reconciliations

**Skills and Qualifications:**

- Bachelor's degree in Business, Finance, Accounting, or related field a plus.
- Four or more years of relevant experience in federal, state and local government grant writing and contract management in economic development or related fields.
- Demonstrate a solid understanding of legal contracts terminology.
- Excel in working as part of a multidimensional team.
- Exemplify a strong attention to detail.
- Possesses superior organizational skills and the ability to manage multiple projects with shifting deadlines.
- Strong computer skills and knowledge of programs such as Microsoft Office and scheduling, reporting and project management software and tools.
- Previous experience working with contract regulations the related laws is strongly preferred.
- Must possess excellent written and oral communication skills.
- Capable of professionally managing confidential information.
- Exemplify creative problem-solving abilities.

**Special Conditions:** This position requires reliable transportation for work-related matters with mileage reimbursement. A background check is required.

**EDC-VC is an Equal Opportunity Employer.**

**EDC Job Announcement, Application Process**  
**Grants & Contracts Manager**

The application process for the position of Grants and Contracts Manager requires the submittal of the following:

- A. An introductory cover letter.
- B. A complete EDC-VC employment [application](#) (may also be requested through Kelly Noble, 805-409-9156, [kelly@edcollaborative.com](mailto:kelly@edcollaborative.com)).
- C. Complete and up-to-date résumé.
- D. Written responses to the following three questions. Responses to these may not exceed one page for each question.
  1. Describe your knowledge of and experience in grant research, development, submittal and management, with specific reference to federal, state and local funding, as well as private funding, for business and economic development or similar or related programs.
  2. Describe your knowledge of and experience in public and private funded contracts management and the tracking and reporting of expenses and program service outcomes.
  3. Describe your experience and perspective for working in a collaborative environment, facilitating coordination between and among EDC staff, clients and stakeholders and between and among EDC's various program services for business clients.

The complete application package should be submitted to:

Economic Development Collaborative  
[Opportunities@edcollaborative.com](mailto:Opportunities@edcollaborative.com)

Applications will be accepted continuously until the position is filled. Our target date for the start of new employment is not later than July 1, 2021. EDC retains the right to cancel this recruitment at any time.

For additional information, see the Position Description attached with this process summary.