



## GRANTS MANAGER

**OFFICE OF SUSTAINABILITY AND ENVIRONMENTAL JUSTICE  
(Actual Job Class: Group Program Manager)**

**Anticipated Hiring Range: \$100,000 to \$120,000 Annually**

**Excellent Benefits Package**



**Land Use & Environment Group**

# THE POSITION

## GRANT MANAGER

The County of San Diego (County) is seeking a dynamic, highly motivated and team-oriented candidate to fill an immediate opening for Grants Manager (Actual Job Class: Group Program Manager) in the Office of Sustainability and Environmental Justice. The position is an unclassified management level position and will manage various aspects of the grants processes, in addition to, gathering and analyzing data, preparing executive level reports and actively be a part of a tremendous team. The position will have a hybrid teleworking schedule, with a combination of in-office and teleworking days.

This position will actively search for grant opportunities related to Sustainability and Environmental Justice for both the office and departments in the enterprise. In addition to tracking funding announcements, maintaining a database and active listing of all grants being monitored and coordinating with departments. They will support the development of grant applications to ensure a focus on community, sustainability, environmental justice, equity, and resilience, in addition to, maintaining grant records and databases.

This position will assist with contract management as well as development of items related to the County's procurement processes, including Requests for Proposals, act as a Contracting Officer Representative (COR), monitor for invoicing and payments, and handle other administrative responsibilities for this office.

## THE IDEAL CANDIDATE

The ideal candidate will possess a professional history that demonstrates the following necessary leadership competencies and experience:

### **Project Management and Analytical Skills and Organization:**

Highly-organized and self-motivated to ensure deliverables are met, with specific timelines. This successful candidate will have proven project management and analytical skills, while working independently and will follow through on commitments. Demonstrated strong organizational skills, with attention to detail to ensure deliverables have established timelines and timeframes that are met. Proficient and experienced writer and with demonstrated proficiency in using Microsoft Office products, including advanced application of Word and PowerPoint.

**Teamwork and Building Relationships:** Must demonstrate strong teamwork and collaboration skills to build trusting relationships with internal and external stakeholders. Ability to communicate effectively in different situations and forums, volunteers and demonstrates initiative to take on new assignments; Demonstrates resiliency and recovers quickly from setbacks and demonstrates strong organizational skills and attention to detail.

**Financial, Contracts and Grants Knowledge:** Experience with grant writing, monitoring and management, operational planning, fiscal controls, budget management tools. Demonstrated proficiency in using Microsoft Office products, including advanced application of Excel and PowerPoint and Financial Systems.



# Office of Sustainability and Environmental Justice (OSEJ)



The newly established Office of Sustainability and Environmental Justice is organized within the Land Use and Environment Group and will serve as a central point of coordination for driving forward external and internal sustainability efforts. OSEJ will lead regional sustainability initiatives including bringing government, labor, business and community representatives together to achieve zero-carbon emissions by mid-century through implementation of the County's Regional Decarbonization Framework and protecting our region's open space, habitat, farmland, wildlife and water.

Recognizing that not all communities experience climate change equally, OSEJ will work to discover and resolve neighborhood-based inequities such as open space, tree canopy or access to local, fresh produce. This office will work with stakeholders as well as local, state, and federal agencies to support EJ solutions throughout the region by collaborating with multijurisdictional partners and regulatory agencies.

OSEJ will be responsible for identifying federal and state grants or funding opportunities to support the expansion of EJ programs in the region, including climate investments and new opportunities for workforce and small-business development in a green economy, providing input into the budgetary and policy-making process of County programs and services in collaboration with the Office of Equity and Racial Justice.

OSEJ will also work to improve food security in the region through the County's Food System Initiative in collaboration with internal and external partners. The Office will strengthen the County's relationship with the area's 18 Native American Tribal Governments to better reflect the voice and values of the county's Native Americans.

Internally, OSEJ will support the County enterprise as it leads by example to further commit and contribute to achieving sustainability goals set forth for the region. OSEJ will support County departments in the implementation of departmental sustainability plans, to bring greater alignment across internal operations.

OSEJ will work closely with County executive leadership and departmental teams to ensure sustainability is reflected within departmental decisions through the consideration of social, health, environmental, and economic factors. The Office will work in partnership with other County leaders to monitor and evaluate progress toward achieving sustainability goals and provide data-informed recommendations for changes in approach to help the organization succeed.



# MINIMUM QUALIFICATIONS

## Applicants must possess the following:

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency AND three (3) years of experience which demonstrate the ability to perform the essential functions of the classification, OR a combination of education and/or experience as stated above.

Note: A master's degree or higher may substitute for a total of one (1) year. In order for education to substitute for work experience as stated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.

## SALARY AND BENEFITS

### COMPENSATION

The anticipated hiring range is **\$100,000 to \$120,000 Annually**. Salary placement for this position is dependent upon the qualifications of the successful candidate. Salary reviews are performance-based and goal oriented.

### BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, fourteen paid holidays and ten days of executive time off
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, [click here](#) to visit the website for the San Diego County Employees Retirement Association
- Deferred Compensation Program 457 and 401(a) plans
- Hybrid teleworking position, with in-person days at the County Administration Center located in Downtown San Diego.
- Parking is provided.

# HOW TO APPLY

## APPLICATION PROCESS AND RECRUITMENT SCHEDULE

1. Applications may be submitted online at [www.sandiegocounty.gov/hr](http://www.sandiegocounty.gov/hr), select the Current Job Postings, Job Number 22031808UOSEJ.
2. Please attach a copy of your resume and college degree, final transcripts, or foreign studies equivalency certificate (if education was obtained outside of the U.S.)

Beginning July 1, 2022, the Department of Human Resources will remove personally identifiable information from all new recruitments. This practice, called Blind Applicant Screening, will hide a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process will help contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

Please make sure to update the Work History in your application profile to match your resume. Hiring managers will only receive the redacted application (without resumes) to make a determination of which candidates they will interview. Resumes will be sent to hiring managers at the time interviews are scheduled.

For additional information on the application process, please contact the Department of Human Resources, at [bryan.faircloth@sdcounty.ca.gov](mailto:bryan.faircloth@sdcounty.ca.gov). For additional information of the department, please contact the Group Human Resources Director, LUEG at [Lydia.Lopez@sdcounty.ca.gov](mailto:Lydia.Lopez@sdcounty.ca.gov).

## SPECIAL NOTES

The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.



The County of San Diego and its employees embrace the vision of a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. [Click here](#) for more information on our Strategic Plan ([sandiegocounty.gov](http://sandiegocounty.gov)) as well as our commitment to serve everyone, to build a [Framework for the Future](#) that will create a County that works for all.

