

Grants Administrator
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=260897>

Downloaded On: Aug. 28, 2025 5:35am

Posted Aug. 7, 2025, set to expire Jun. 1, 2026

Job Title Grants Administrator
Department Staff
Institution Foothill-De Anza Community College District
Los Altos Hills, California

Date Posted Aug. 7, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Communications/Public Relations
Fiscal Services
Grant Writer/Technical Writer

Apply Online Here <https://apptrkr.com/6449954>

Apply By Email

Job Description

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Grants Administrator

Initial Review Date: 08/27/25*

*For full-consideration, all application packets must be received by 11:59 pm on the closing date/next review date.

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Salary Grade:C1-63

Starting Salary: \$8,542.91 (per month)

Full Salary Range: \$8,542.91 - \$11,464.63 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above.

ABOUT THE DISTRICT

Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

De Anza College Mission Statement:

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

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De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

Job Summary

Under the direction of the Vice President of Workforce Innovation and Economic Advancement the Grants Administrator for CTE and Workforce Development will perform high-level grant administration for the CTE and Workforce Development Department. The Grants Administrator will be responsible for NOVA reporting and assist with obtaining grants and processing fiscal and personnel transactions associated with the implementation of Strong Workforce Program, Perkins V, CTE Transitions, California Adult Education Program and subsequent grants and contracts. The incumbent will assist in the collection and analysis of fiscal and student outcomes data and preparation of complex presentations, correspondence, and reports with college-wide and District-wide accountability. In addition, the Grants Administrator will provide assistance and support with special projects in the assigned area and coordinate occasional meetings, public functions, and community events. The Grants Administrator will interact with a wide range of on and off-campus stakeholders including but not limited to faculty, administrators, classified professionals, students, program monitors, and the public. This is a an on-campus assignment and may include occasional evening and weekend hours.

DEFINITION

Under general direction, provides fiscal and programmatic oversight of grant funds, coordinates distribution among campus stakeholders, and completes required applications and reports; coordinates interdepartmental activities to ensure grant fiscal and programmatic compliance, monitors program accountability, and evaluates program outcomes; fosters cooperative working relationships among College departments and acts as liaison with staff, faculty, students, and funding and regulatory agencies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory and managerial staff. Exercises no supervision of staff.

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CLASS CHARACTERISTICS

Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex grants administration functions. Successful performance of the work requires knowledge of federal and state funding sources and reporting requirements, budget development, compliance and program accountability, and government accounting practices. Positions require specialized subject matter expertise in assigned program, division, and/or department including areas such as curriculum and program development, student outcomes accountability, and project management. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL FUNCTIONS(Illustrative Only)

1. Coordinates internal application process and distribution of grant funds for College programs; provides guidance and recommends qualifying program activities and expenditures; ensures compliance of activities and expenditures with grant requirements, allocated budget, and accounting procedures.
2. Prepares annual applications, quarterly updates, and final reports as required by the California Community Colleges Chancellor's Office and other funding agencies.
3. Coordinates data certification processes by preparing program documentation, narratives, budgets, and fiscal summary reports, reviewing College and program-level accountability metrics, and making recommendations for future program performance
4. Coordinates grant budget tracking and reconciliation processes; gathers and analyzes data related to funds, expenditures, and projections; monitors and tracks expenditures and revenues and makes adjustments as necessary; reviews and processes personnel and financial expenditures; develops budget reports as needed.
5. Provides input in the curriculum planning process in assigned area; makes recommendations regarding new and updated certificate and degree offerings, as appropriate; coordinates the review process of new certificate and degree programs with regional bodies, as appropriate.
6. Plans, schedules, and organizes events, workshops, informational seminars, presentations, and related activities to various stakeholders including reviewing grant program guidelines and accountability metrics; makes presentations to governance groups and other advisory bodies; prepares presentation materials and assists in preparing of program marketing materials.
7. Serves as a liaison between the College and/or program and grant funding organizations pertaining to grant submissions and funding opportunities; receives and responds to questions relating to assigned area of responsibility.

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8. Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of grants administration and assigned programs.
9. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, and techniques of grants administration and accounting, including identifying funding sources, completing grants applications, administering grant awards and contracts, and monitoring grant funds disbursement.
2. Principles and practices of program coordination including implementation of the goals and objectives and oversight of performance, reporting, accountability, and regulatory compliance.
3. Principles and techniques of conducting studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
4. Education theories and best practices for working with adults and non-traditional populations of learners.
5. Principles and practices of developing and presenting informational workshops and seminars.
6. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
7. Business letter writing and the standard format for reports and correspondence.
8. Record keeping and filing systems and methods.
9. English usage, grammar, spelling, vocabulary, and punctuation.
10. Modern office practices, methods, and computer equipment and software relevant to work performed.
11. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

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2. Coordinate and oversee grants administration, budgeting, and fiscal reporting activities for assigned programs, division, or department.
3. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
4. Plan, develop, and implement assigned programs, projects, and activities in an independent and cooperative manner, evaluate alternatives, make sound recommendations, and prepare reports.
5. Implement program policies and guidelines; prepare comprehensive program reports; and review and ensure accountability compliance.
6. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and College and District policies and procedures relevant to assigned area of responsibility.
7. Interpret, summarize, and present information and data in an effective manner.
8. Evaluate and develop improvements in operations, procedures, policies, or methods.
9. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
10. Make presentations and facilitate workshops for a variety of stakeholders.
11. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
12. Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: equivalent to graduation from an accredited four-year college or university with major coursework in finance, accounting, business administration, or a related field **AND** five (5) years of responsible experience providing complex grants administration, budget administration, or related program support with high fiscal accountability.

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Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

APPLICATION PACKET:

1. A District on-line application on <http://hr.fhda.edu/careers/>. *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Permanent, 12-months per year

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Starting date:As soon as possible upon completion of the search process

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/2188?c=fhda>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Foothill-De Anza Community College District

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