

Grants and Contracts Administrator (7398C), Labor
Center - 81918
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=264165>

Downloaded On: Oct. 21, 2025 12:47am

Posted Oct. 20, 2025, set to expire Jun. 30, 2026

Job Title	Grants and Contracts Administrator (7398C), Labor Center - 81918
Department	UC Berkeley Labor Center
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 20, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Legal Services Grant Writer/Technical Writer Finance/Investment Management
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The UC Berkeley Labor Center conducts research and education on issues related to labor and employment. The Labor Center's curricula and leadership training serve to educate a diverse new generation of labor leaders. The Labor Center conducts policy-relevant research on topics such as job quality and workforce development, and collaborates with unions, policymakers, and other stakeholders to develop innovative policy perspectives and programs. The Labor Center provides an essential source of research and information on unions and the changing workforce for students, scholars, policymakers, and the public. This position offers an exciting opportunity to be part of a high-impact, high-visibility organization and to work with a nationally recognized team of researchers, policy analysts, and educators. We have nearly 40 diverse staff members.

Position Summary

The position will be responsible for managing the full lifecycle of grants and contracts, including preparing and shepherding proposals for foundations (primarily grants), potential major research gift donors (gift funding), and government agencies at the local, state, and federal levels (primarily contracts, some grants), in addition to post-award coordination. Essentially, this position will serve as a liaison between the Labor Center's Directors/PIs and the Berkeley Regional Services (BRS) Research Administrator (RA). They will be responsible for the administrative work and project management side of the contract and grant process (i.e. coordinating with the PI, gathering preliminary information, etc.) before the process is handed over to the BRS RA. This position also involves direct interaction with

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various funders and sponsors, as well as assisting with business contracts and gifts. Additionally, this position will be expected to keep internal funding records updated in the Oracle database and will be responsible for keeping PIs/directors up-to-date on various topics related to funding, and contracts and grants.

The Labor Center's total annual budget is \$8 million+. Of the \$8 million, about \$4 million is recurring annual state funding, for which the position is not responsible. The position is responsible for supporting Principal Investigators/Program Directors raising about \$4 million annually by preparing proposals, shepherding proposals through the UC process and systems, tracking deadlines and completing the various phases of the contract or grant. Gift funding is generally in the \$10,000 - \$150,000 range, and is pursued on an ad-hoc basis.

The Labor Center is housed in the UC Berkeley Institute for Research on Labor and Employment (IRLE). The Grants and Contracts Administrator will coordinate with staff at the Labor Center, IRLE, and other university departments.

Application Review Date

The First Review Date for this job is: 10/31/2025.

Responsibilities

Analysis of Funding

- Provides analysis of fundraising prospects and current awards as inputs to the Labor Center budget process and financial system.

Development of Structures, Tools, and Processes

- Develops and maintains organizational structure for records related to all stages of grants and contracts.
- Develops manuals and tools outlining Labor Center grants and contracts process.
- Develops and implements processes for regular status updates to Labor Center leadership and Principal Investigators (PIs).
- Coordinates with IRLE and university contract and grant departments as needed throughout the full lifecycle of grants and contracts.

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Management of Proposal Process

- Develops and manages a dynamic portfolio in coordination with PIs and directors to solicit and steward prospects and existing funders via multiple channels, including foundations and government agencies.
- Serves as the lead development professional for all Labor Center proposals.
- Supports staff in the submission of grants and contracts, including coordinating, assembling, and ensuring timely submission of proposals.
- Monitors and coordinates with PIs in meeting funder and UC timelines.
- Coordinates with other UC labor centers on joint fundraising opportunities.
- Works with IRLE and other university staff to escalate issues with proposals that are not moving forward in a timely manner.
- Monitors university grant and contract policy changes and attends trainings, and share information with PIs as relevant.

Funder Relationship Management

- Coordinates with PIs and Deputy Executive Director of Programs to maintain ongoing communication with funders, informing them of our work.
- Provides information to funders via portals.
- Ensures timely gift processing, reporting, and acknowledgements.
- Coordinates reports, reporting deadlines, and communications for funders, in collaboration with PIs, Deputy Executive Director of Programs, and Communications team.
- Ensuring that invoicing occurs in a timely manner.

Required Qualifications

- At least 5 years of experience required and proven success in applying for grants and contracts and managing relationships with foundations and other funders.
- Excellent written, oral, and interpersonal communication skills, including diplomacy, to build and maintain effective working relationships at all organizational levels and with outside constituencies.
- Advanced project management skill and experience conducting projects on deadline, working both independently and in coordination with a diverse group of colleagues.
- Experience in maintaining confidentiality.
- Experience in navigating and managing multiple and complex fundraising and contracting processes with funders (foundation, government, individual) and large and complex institutions

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like a public university setting.

- Advanced experience with reading and understanding budgets, and has familiarity with budget concepts.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Advanced organizational, analytic, and problem-solving skills.
- Experience with Oracle, Salesforce, and Microsoft Suite.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$74,700.00 - \$115,000.00

- This is an exempt monthly-paid position.

How to Apply

- To apply, please submit your resume and cover letter.

Other Information

This position will be governed by the terms and conditions in the agreement for the Research and Public Service Professionals, represented by the UAW.

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- This is not a visa opportunity.
- This position is eligible for up to 60% hybrid work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

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SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

N/A

University of California, Berkeley

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