

CAREER OPPORTUNITY

Program & Grants Manager

STATUS

Full-Time

REPORTS TO

Program Director

LOCATION

Central San Joaquin Valley

Help turn major investments into measurable results

SJVMA is entering an exciting period of growth, with significant new investments supporting workforce development, advanced manufacturing and regional economic opportunity. We are looking for an experienced Program & Grants Manager who loves bringing structure to complex work, keeping partners moving in the same direction and turning ambitious plans into results.

This is a hands-on leadership role for someone who has managed publicly funded programs and knows how to keep multiple grants, partners, budgets, deadlines and performance measures organized without losing sight of the bigger purpose. You will work closely with our Program Director and a highly collaborative network of employers, colleges, workforce partners, public agencies and community organizations.

WHAT YOU'LL OWN

Keep complex programs moving

- ◆ Translate approved grant work plans and strategies into practical implementation plans, timelines, milestones and tracking systems.
- ◆ Manage day-to-day implementation across multiple concurrent grant-funded initiatives and keep leadership informed of progress, risks and upcoming decisions.
- ◆ Coordinate routine implementation activities and, as you learn SJVMA's programs and partners, assume increasing leadership of routine partner and grant implementation meetings.
- ◆ Identify problems early, develop thoughtful recommendations for the Program Director, and carry approved solutions through to completion.

Create accountability across partners

- ◆ Establish and communicate approved deadlines, reporting requirements and submission expectations.
- ◆ Track partner commitments and deliverables, follow up on missing or incomplete information, and escalate material issues when needed.
- ◆ Build productive working relationships while maintaining the accountability required to deliver on public funding commitments.

Make the data useful

- ◆ Draft practical KPIs, dashboards and data-collection systems based on grant requirements and program design, then refine them with the CEO and Program Director.
- ◆ Own approved systems for collecting, validating and maintaining performance data.
- ◆ Give leadership clear visibility into enrollment, participation, retention, placements, employer engagement, milestones, risks and other grant-specific outcomes.

Manage grant budgets and documentation

- ◆ Track grant budgets, spending pace and budget-to-actual performance and identify potential financial issues early.
- ◆ Review partner invoices and supporting documentation for alignment with approved grant scopes and budgets.
- ◆ Coordinate closely with SJVMA's CPA firm, which maintains the organization's official accounting records and financial reporting.

Prepare high-quality funder reporting

- ◆ Prepare performance reports, reimbursement packages, narrative sections and supporting documentation for Program Director review and sign-off.
- ◆ Maintain organized grant files and prepare materials for monitoring visits, compliance reviews and audits.
- ◆ Support grant amendments and change requests by analyzing impacts and preparing the documentation needed for approval.

A SPECIAL PART OF THE PORTFOLIO

This role will also serve as SJVMA's administrative and grant-management liaison for applicable Revolving Loan Fund activities, working with the fund manager to track deliverables, performance information, and reporting. The role does not underwrite loans, make credit decisions or administer the loan portfolio.

WHAT SUCCESS LOOKS LIKE

- ✓ Leadership can quickly see where every grant stands, what is on track and what needs attention.
- ✓ Partners understand expectations and consistently meet deadlines and documentation requirements.
- ✓ Reports and reimbursement packages are accurate, complete and submitted on time.
- ✓ Budgets, milestones and performance measures are monitored closely enough that surprises are rare.
- ✓ Risks are surfaced early with a recommended path forward.
- ✓ SJVMA's grant portfolio is organized, compliant and steadily moving toward the outcomes promised to funders and the region.

WHAT YOU'LL BRING

We are looking for a seasoned professional who can step into complex work with confidence. Strong candidates will bring:

- ◆ Five or more years of progressively responsible experience in grant-funded program management, complex project management, workforce development, economic development, public program administration or a related field.
- ◆ Direct experience managing government or publicly funded grants, including deliverables, budgets, reporting and compliance requirements.
- ◆ Experience coordinating multi-partner initiatives and holding partners accountable while maintaining strong working relationships.
- ◆ Comfort with grant budgets, budget-to-actual tracking, reimbursement documentation and allowable-cost requirements.
- ◆ Strong project-management, analytical, organizational and communication skills.
- ◆ The judgment to identify issues, investigate the cause, recommend a solution and follow through.
- ◆ Strong proficiency with Microsoft Office, particularly Excel, and comfort working with dashboards, project-management or reporting systems.

Helpful, but not required: Experience with California workforce or economic-development programs, GO-Biz, California Jobs First, EDA, workforce-board funding, apprenticeship-related grants, manufacturing workforce initiatives or sector-based partnerships.

— HOW THE ROLE WORKS —

The Program & Grants Manager reports to the Program Director, who retains responsibility for program strategy, programmatic decisions, strategic partner relationships, funder reporting approval and overall program outcomes. This role owns the disciplined implementation, tracking, documentation and day-to-day coordination that supports those outcomes. There are no direct reports initially, although the role may supervise program support staff as SJVMA grows.

WHY SJVMA

This is an opportunity to work on initiatives with visible, regional impact. You will help move significant public investments from plans on paper into workforce pathways, employer solutions and stronger manufacturing capacity across the Central San Joaquin Valley. Our team is small, collaborative and action-oriented, which means strong work is noticed and good ideas can move quickly.

We welcome candidates whose experience may not match every preferred qualification. If you have the core grant-management experience, judgment and drive to do this work well, we encourage you to apply.

HOW TO APPLY

If you're the right candidate for this role, please email your resume to connect@sjvma.org.