Grant Development Project Coordinator

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Type: Full-Time
Salary: $5,858.66 - $6,250.00 per month
Category: Sponsored Programs, Grants, and Contracts

Req No.: 2025-19648

Category: Research/Project

Type: Full-Time Contract

Salary: $5,858.66-$6,250/Mo.

Dept/Proj Name: SDSU Global Campus

Overview

- **This position is open until filled with an initial application review to take place after November 3, 2025.**
- **The salary for this position is $5,720-$6,250 per month depending upon qualifications and internal equities and is non-negotiable.**

FUNCTION OF THE UNIT

The mission of Global Campus at San Diego State University (SDSU) is "To be a world leader in delivering innovative educational experiences to all learners, expanding opportunity and transforming lives." Global Campus serves as a principal University liaison with the greater San Diego community and provides a wide variety of traditional and nontraditional, credit and noncredit educational experiences designed to fit the lifestyle and expectations of international students, working adults and other lifelong learners. In addition, Global Campus provides a range of academic and special programs for individuals and groups at various times, in various locations, and via various modalities, including technology-based programs. Global Campus's primary audiences include workforce, military, working adults and international constituencies.

PURPOSE OF THE POSITION

The Grant Development Specialist will play a critical role in advancing the mission and strategic priorities of San Diego State University Global Campus by identifying, developing, and submitting competitive grant proposals to federal, state, and private funding agencies. The focus of this role is on securing funds that support workforce development, skill set enhancement, and lifelong learning initiatives aligned with the goals of SDSU Global Campus. This position works collaboratively with faculty, staff, administrators, campus partners such as the Career Services and the Veteran's Center, community partners, and external stakeholders to expand funding opportunities that increase access, equity, and innovation in extended education.

Responsibilities:

The Grant Development Specialist is responsible for but not limited to:

Grant Oversight & Administration 75%

In conjunction with SDSURF Sponsored Research teams and the Project PI

- Research and identify federal, state, and private funding opportunities aligned with the mission and priorities of SDSU Global Campus, with a strong emphasis on workforce development and professional education.
- In conjunction with SDSURF Sponsored Research teams and the project PI, collaborate on the development and submission of grant proposals, ensuring timely delivery and full compliance with funder requirements and institutional policies.
- In conjunction with SDSURF Sponsored Research teams and the project PI, write compelling, tailored narratives for grant applications, including needs assessments, project designs, budgets, evaluation plans, and sustainability strategies.

- Collaborate with internal and external stakeholders to conceptualize projects and secure essential supporting materials such as letters of support, data, and cost-share commitments.
  Manage and track pre-award documentation, application portals, and post-submission communications with funding agencies.
- Maintain a centralized database of submitted and awarded proposals and support ongoing reporting on grant activity and outcomes.
- Monitor industry trends, policy updates, and funding forecasts in workforce development and adult education to inform strategy.
- Assist in coordinating site visits, grant briefings, and outreach to potential funding partners and collaborators.
- Manage awarded grants post-funding, including tracking deliverables, timelines, and compliance with grant terms and conditions.
- Prepare and submit grant reports to funding agencies at the cadence required, ensuring accuracy, transparency, and alignment with stated objectives.
- Work closely with the Director of CSI, Program Directors, and the Finance team to support the effective deployment of awarded funds and post-award budget management.

Program Development & Administration 20%

Supports market needs assessments through: market analysis and research related to the labor market and competitive landscape, and community drivers with specific attention to employer needs in the San Diego and Imperial Valley regions

Assists in operationalizing plans and launching programs by:

- Providing support in the daily operations of Global Campus programs, interacting with adjunct faculty and University college staff.
- Faculty: Assists in recruiting, interviewing, hiring, supervising, evaluating, and developing adjunct faculty and instructors to ensure effective delivery of student experiences.
- Course Development: Supports collaboration with subject matter experts and instructional designers to expand existing portfolios and develop new courses or engage expert instructors for Global Campus programs.
- Course scheduling: Ensures continuity of instruction by scheduling courses so students can complete program requirements on time.
- Marketing Strategy: Collaborates with the Global Campus Marketing team to develop and implement strategies for promoting classes and certificates.

- Assists the Program Directors and Senior Associate Dean in tracking the department budget; helps manage program budget revenues and expenses and supports the resolution of discrepancies in financial reports as they arise.

- Supports the analysis of student and employer evaluations and assists in conducting class observations to assess the effectiveness of instructors and class content in alignment with grant requirements; collaborates in implementing measures to enhance the learning environment, instructor performance, and overall student experience.

Other Duties as Assigned 5%

QUALIFICATIONS AND SPECIAL SKILLS

Knowledge & Abilities

- Strong knowledge of grant development practices and principles, including federal and state funding mechanisms (e.g., U.S. Department of Labor, Department of Education, EDD, CA Workforce Development Board).
- Familiarity with budget preparation, performance metrics, and program evaluation methodologies.
- Excellent writing, editing, and communication skills with the ability to tailor content for different audiences.
- Ability to manage multiple priorities and deadlines in a fast-paced, collaborative environment.
- Proficient in proposal development software and federal submission portals (e.g., grants.gov, sam.gov, Cal eProcure).
- Ability to synthesize complex information and translate it into actionable and fundable proposals.
- Knowledge of procedures and practices in educational program and curriculum planning
- Familiarity with campus and community resources
- Ability to identify needs for new or revised programs
- Ability to represent the CSU system to the community and build professional relationships
- Ability to manage logistics for class offerings

Specialized Skills:

- Demonstrated success in securing workforce development or education-related grants. Knowledge of adult education, reskilling/upskilling, continuing education, and regional workforce trends.
- Experience building cross-sector partnerships (e.g., with employers, community colleges, public agencies).
- Strong organizational skills and attention to detail in managing proposal components and deadlines.
  Experience working with data to support needs assessment and impact reporting.
- Must have one to two years of experience administering or coordinating educational training programs.

- Working knowledge of Microsoft Office (including Word and Excel), social media, web searches, and email applications.
- Ability to work occasional evenings and weekends as needed.

Qualifications:

REQUIRED MINIMUM EDUCATION

Equivalent to a bachelor's degree and/or equivalent training and administrative work experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

REQUIRED MINIMUM EXPERIENCE

5-years of progressively responsible experience performing varied or specialized administrative and analytical duties and/or service as a program administrator.

PREFERRED QUALIFICATIONS

- Master's degree in a relevant field.
- Five or more years of successful experience writing and winning competitive grants for federal, state, non-profit, and corporate funders.
- Familiarity with California regional workforce systems, WIOA-funded programs, or ETP (Employment Training Panel) funds.
- Knowledge of San Diego's workforce development ecosystem and strategic priorities.
- Proficiency with project management tools (e.g., Smartsheet, Trello) and collaborative platforms (e.g., Microsoft Teams, Zoom).
- Working knowledge and familiarity with various artificial intelligence tools to support efficient and productive grant writing and reporting operations.
- Equivalent of three or more years of experience in higher education.
- Experience working in a continuing education, or self-support organization.
- Experience working with such tasks as motivating and/or monitoring individuals, teams, deadlines, budgets, public relations, marketing, recruitment, etc.
- Experience with gathering and documenting processes and procedures
- Experience compiling data and making recommendations for improvement based on analysis
- Experience in researching and analyzing market trends and forecasting future program performance

ADDITIONAL APPLICANT INFORMATION

- Candidate must reside in California and live within a commutable distance from SDSU at time of hire.
- Job offer is contingent upon satisfactory clearance based on background check results (including a criminal record check).

- San Diego State University Research Foundation is an equal opportunity employer. Consistent with California law and federal civil rights laws, SDSU Research Foundation provides equal opportunity in employment without unlawful discrimination or preferential treatment based on race, sex, color, ethnicity, or national origin or any other categories protected by federal or state law.
- Employment decisions are based on an individual's qualifications as they relate to the job under consideration. Our commitment to equal opportunity means ensuring that every employee has equal access to resources and support.
- SDSU Research Foundation complies with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, the California Equity in Higher Education Act, California's Proposition 209 (Art. I, Section 31 of the California Constitution), and other applicable state and federal anti-discrimination laws including grant or contract terms and conditions related to funded program activities. Further the SDSU Research Foundation maintains a Nondiscrimination Policy that prohibits discriminatory preferential treatment, segregation based on race or any other protected status, and all forms of unlawful discrimination, harassment, and retaliation in all programs, policies, and practices.
- SDSU Research Foundation makes all employment decisions including, but not limited to, applicant screening, hiring, promotion, demotion, compensation, benefits, disciplinary actions, and terminations on the basis of merit.

San Diego State University Research Foundation is an Equal Employment/Affirmative Action Employer. Applications from qualified minority, female, veteran, and disabled candidates are encouraged.

Related Searches:

Sponsored Programs, Grants, and Contracts

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