

# Grants Program Manager



SKYLINE RIDGE  
PHOTO: MARK HEHIR



Do you have a passion for protecting the environment and open space? The Midpeninsula Regional Open Space District (Midpen) has an excellent opportunity for a self-starter with proven experience in grant program management to join our innovative, highly skilled, and growing workforce as our next Grants Program Manager!

PULGAS RIDGE  
PHOTO: GREG HUGHES



## Why You Would Love This Job!

- » Collaborative work that directly supports Midpen's mission to protect and restore the natural environment.
- » You'll be part of a talented and dynamic team whose work contributes to providing nature's benefits to everyone.
- » Excellent employee benefits, including medical, dental, vision, tuition reimbursement, and a retirement pension through California Public Employees Retirement System (CalPERS).

## THE POSITION

The Grants Program Manager is part of a cohesive team of four, currently managing about \$25+ million in grant revenue. The primary focus of the grants program is augmenting internal funding with state and local sources. The primary function of the Grants Program Manager includes finding, evaluating, and applying for grant opportunities, advancing Midpen's funding interests through state advocacy, and ongoing compliance and administration of grant funding already received. The Grants Program Manager oversees ongoing program administration, including development and management of grant-related systems, processes, maintaining a program budget, and managing program contracts. The position writes Board reports to request approval for all aspects of grant applications and award processes, and presents to senior management, the Board of Directors, Board Committees, and constituents at public meetings.

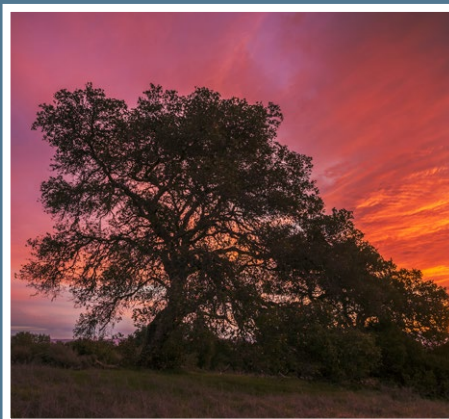
The grants program also manages a \$250,000 grantmaking program to support local non-profit and government organizations that align with Midpen's mission.

Occasional travel to field outposts and trips to Sacramento are required.

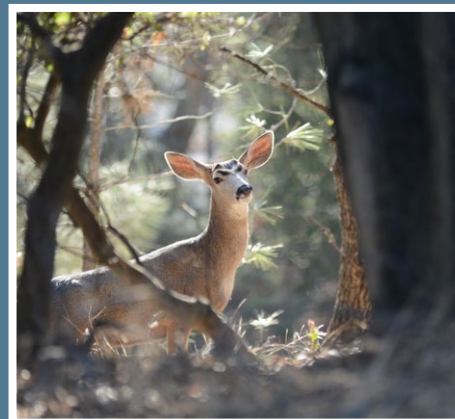
For additional information about the position, see the [Job Description](#) on our website.



BEAR CREEK REDWOODS  
PHOTO: MARK HEHIR



PULGAS RIDGE  
PHOTO: ALEX SONG

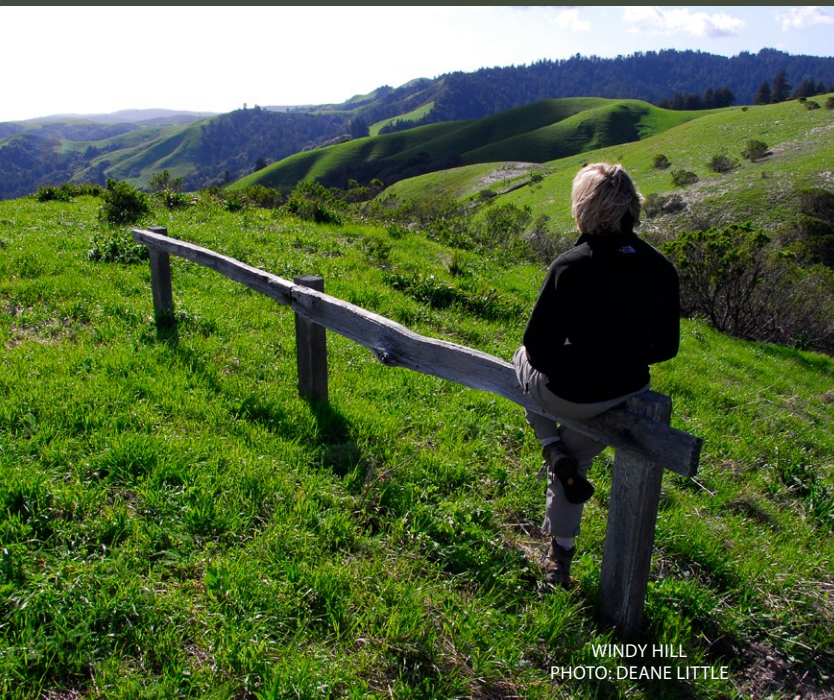


PULGAS RIDGE  
PHOTO: DAVID WALKER

# THE IDEAL CANDIDATE

Well-qualified candidates have superb interpersonal, written, and verbal communication skills, attention to detail and outstanding follow through, excellent organizational skills, and the ability to meet critical deadlines. Other important qualities, knowledge, and skills include:

- » Ability to craft compelling grant proposals.
- » Effective budgeting experience to ensure financial resources are allocated appropriately.
- » Experience managing projects related to the grant-making process (planning, executing, and monitoring projects).
- » Experience with grant writing, grant administration and/or compliance monitoring for grant programs.
- » Strong time management skills to handle multiple deadlines and tasks.
- » Excellent problem-solving skills.
- » Outstanding supervision skills.
- » Prior experience in the public sector or non-profit experience is highly desired.



## WORK ENVIRONMENT

The Grants Program Manager is part of Administrative Services, reporting directly to the Chief Financial Officer/Director of Administrative Services. Presentations at public meetings will require travel to District outposts or other locations, which may require driving in remote areas on rough roads. Ideal candidates will be comfortable driving to, and working in, outpost offices and other locations, as well as the urban office location.

## EDUCATION AND EXPERIENCE

Any combination of training and years of work 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 business administration, non-profit management, natural resources, or a related field, and two (2) years of professional analytical experience in a related field.
- » Possession of a valid California Driver's License is required.

# ABOUT MIDPEN

Midpen is a regional greenbelt system in the Santa Cruz Mountain region comprised of more than 70,000 acres of land with more than 250 miles of trails in 26 extraordinary open space preserves, permanently protected for natural resource conservation, public enjoyment, and recreation. Typical activities enjoyed by the public include hiking, cycling, horseback riding, picnicking, jogging, and nature study. Our mission is “to acquire and preserve a regional greenbelt of open space land in perpetuity; protect and restore the natural environment; and provide opportunities for ecologically sensitive public enjoyment and education.” Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact.

Headquartered in Los Altos, Midpen is divided into seven geographic wards covering parts of Santa Clara and San Mateo Counties and a portion of Santa Cruz County, each represented by an elected Board member for a four-year term. As an independent special district, Midpen enjoys the benefits of a politically stable environment, a dynamic Board of Directors, and a highly competent and dedicated staff. If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position! Check out [the Working for Midpen video](#) on our Employment Opportunities page.

## THE AREA

Midpen’s administrative offices are in an area that enjoys a remarkably high standard of living. Los Altos is a residential community with a population of just over 30,000, in the heart of Silicon Valley. Shopping, parks, and community centers are part of the small-town aura of the city. On a larger geographical scale, Santa Clara County has a culturally diverse population, numerous sports venues, and a temperate climate. Agriculture has played a significant role in the history of the region so farmer’s markets and local source restaurants can be found in most cities. There are many possibilities to enjoy arts and culture, family-oriented activities, and recreational opportunities throughout the region.



# COMPENSATION AND BENEFITS

The salary range for the Grants Program Manager is: \$113,298-\$141,522 annually.

Midpen provides an excellent benefits package including health, life & disability insurance as well as CalPERS pension. Please see the [Benefits](#) page on our website for details:

## » Hybrid Work Schedules

- Employees have the option to work a hybrid schedule.

## » Retirement

- CalPERS 2.5% @ 55 plan for classic members or 2% @ 62 for new members.

## » Annual Paid Leave:

- Vacation starts at 15 days/year
- Personal Leave – 36 hours/year
- Administrative Leave – 16 hours/year
- Holidays – 12 paid holidays/year

## » Medical Insurance

- Choice of HMO or PPO plans through CalPERS with a portion of the premiums paid by Midpen, along with dental and vision plans.

## » Optional Voluntary Benefits

- Deferred Compensation Plans
- Flexible Spending Plan
- Tuition Reimbursement



# APPLICATION AND SELECTION PROCESS

Apply online at [CalOpps.org](https://CalOpps.org)

(To avoid missing email communication about this recruitment, add [mpropenspace@calopps.org](mailto:mpropenspace@calopps.org) to your contacts or list of safe senders.)

**Application deadline is April 7, 2024.** Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview.

***The following application items are required\*:***

1. Fully completed CalOpps employment application
2. Cover letter
3. Resume
4. Supplemental Question Responses

***\*Incomplete CalOpps employment applications, or applications without the required application items listed here, will not be considered for the position.***

**Interview Schedule:** (Dates are subject to change. We are unable to accommodate individual schedules.)

First Interview (virtual): May 2, 2024

Written Exercise (via email): May 3, 2024

Second Interview (in person): May 6, 2024

A note to applicants who currently live outside of the San Francisco Bay Area: Before committing to the application process, and if you have not done so already, we suggest evaluating the feasibility of relocation. We recommend researching the cost of living in the San Francisco Bay Area, the cost to relocate, and typical commute times to Los Altos from outlying areas.



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***Midpeninsula Regional Open Space District is an Equal Opportunity Employer***

Applicants with disabilities may request reasonable accommodation by contacting the Human Resources department at (650) 691-1200 or via email at [hr@openspace.org](mailto:hr@openspace.org).

LA HONDA CREEK  
PHOTO: FRANCES FREYBERG

***Put your passion for Open Space to work!***