

JOB DESCRIPTION

Job Title: Coordinator, Grants Funding & Reporting

FLSA Status: Exempt

Salary Grade: 6

PURPOSE OF POSITION

The Coordinator, Grants Funding and Reporting will prepare grant reports, maintain grant records, set up and maintain project funding patterns, and conduct grant closeout in accordance with the SCRRA's internal grants administration processes and requirements of the grantor agencies.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from senior manager and director-level management
- This position has no formal supervisory responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Identify and research viable prospects for grant development that align with the Authority's strategic needs.
- Review Oracle funding patterns, research discrepancies, and advise Finance team of any changes or corrections. Prepare funding patterns for each project, based, in part on grant restrictions and member agency funding shares.
- Manage reporting for grants received, prepare timeline and tracking for proposals, and prepare and distribute ongoing status reports.
- Prepare and submit grant narrative reports in accordance with all grantor requirements. Maintain and update milestone schedules in grant reports. Research through analysis to determine optimal use of grants.
- Monitor and report grant balances, and identify opportunities for funding reallocation to other candidate projects and for closing grants.
- Coordinate routine and complex correspondence to stakeholders regarding assigned grants. Address grant reporting questions/issues raised by the grantor.
- Prepare meeting materials for quarterly grant review meetings with grantors.
- Secure financial reports from billing staff and include them with narrative reports, as required by grantors.
- Assist Finance team to ensure overhead and other indirect costs are accounted for in funding patterns. Review existing Oracle funding patterns in the PMO reports and advise Finance team of any changes or corrections.
- Build relationships with team members across the Authority to coordinate grant activities as needed.



- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor’s Degree in Accounting, Finance, Business Administration or related field.
- A minimum of three (3) years of experience in program management, proposal/grant writing, fundraising, and/or business development.
- A combination of training, with a minimum of an Associate Degree and/or experience that provides the required knowledge, skills, and abilities, may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.

Preferred Qualifications

None

Knowledge, Skills, and Abilities

Knowledge of:

- Principles and practices of grant administration processes, including reporting, Oracle record inputs and maintenance, billing support, contract compliance and closeout.
- Knowledge and experience entering data and producing reports using Oracle, SAP, or a similar FIS system.
- Federal, state and local government laws and regulations related to grant contracts and administration

Skilled In:

- Writing and negotiation to reach agreement on cost-sharing agreements,
- project development and funding.
- Organization and time management
- Microsoft Office Suite
- Strong and effective leadership, communication, and time management

Ability to:

- Prepare analytical and statistical reports on assigned project operations and activities.
- Analyze and systematically compile technical and statistical information to prepare correspondence and reports.
- Balance multiple initiatives simultaneously, completing assignments thoroughly and on time while working in a fast-paced work environment.
- Demonstrate a strong track record of working successfully in a team environment.
- Interpret federal, state and local government laws and regulations related to grant contracts and administration

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery



- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Updated: July 2025

