

JOB DESCRIPTION

Job Title: Director, Grants

FLSA Status: Exempt

Salary Grade: 12

PURPOSE OF POSITION

The Director, Grants will oversee the agency's efforts to develop and execute a strategic grant pursuit and reporting program that is responsive to SCRRRA's capital and operational needs and consistent with the Strategic Business Plan Framework and other strategic plans and initiatives.

DISTINGUISHING CHARACTERISTICS

This job description is not part of a job series.

SUPERVISION EXERCISED AND RECEIVED

- Receives general oversight from Executive level management
- Responsible for managing and monitoring work performance of a division or department

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.

- Lead the strategic planning, coordination, pursuit, and administration of the agency's grants portfolio, comprised of federal, state, regional and local funding
- Responsible for assuring compliance with federal and state regulations and guidelines through timely execution of grant agreements as well as auditing, monitoring, tracking, training and reporting
- Serve as the primary point of contact with funding agencies, or delegate and supervise, as appropriate
- Ensure high-quality work output of departmental and consultant staff
- Establish, monitor and reinforce department policies and procedures, ensuring effective collaboration with other departments for shared work streams
- Lead and coordinate SCRRRA activities that support the development of new grant opportunities provided by federal, state, regional and local agencies for SCRRRA capital and operational projects and programs
- Promote staff development and growth opportunities through professional training program, seminars, performance management and mentorship
- Supervise, write, or review grant applications for submittal to federal, state or local programs
- Review and approve periodic grant reports, project budget revisions, and reprogramming requests
- Prepare or review funding plans for complex projects with multiple grant awards
- Develop and implement a grant pursuits strategy that supports the SCRRRA Strategic Business Plan Framework, including the long- and short-range plans, annual capital budgets and Capital Rehabilitation Program, and the Southern California Optimized Rail Expansion Program
- Coordinate the development of grant opportunities and agreements with federal and state funding agencies
- Coordinate responses to grantor inquiries to ensure that the agency's interests and reputation are preserved



- Ensure ongoing funding of multi-year grants by providing information and supporting audits of SCRRA projects
- Synthesize diverse knowledge of agency activities into thorough and compelling grant applications (e.g., organizational structure, accounting and reporting procedures, internal controls, third party contract audit procedures, public hearing policy, preliminary engineering studies, etc.)
- Collaborate and share information with Grants Finance team and other departments as needed to responsibly administer grants and collect grant reimbursements
- Lead the preparation of short range and long-range funding programs and support idea generation for supplemental sources of funding beyond existing formula and discretionary grants
- Collaborate with the Chief Strategy Officer and Government Relations to evaluate proposed legislative impacts on SCRRA’s funding initiatives or current grants
- Participate with executive leadership in resolving audit issues with grantors
- Oversee implementation and maintenance of the grants management system to ensure thorough, accurate, and timely information is available to manage the grants portfolio effectively
- Collaborate with member agencies to advance their priority initiatives or to secure matching funds
- Make presentations to other public agencies, Member Agencies or funding partners
- Participate in local, regional, and state conferences and/or transportation forums
- 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 Business Administration, Business Management or a related field.
- Minimum of ten (10) years of experience in a public sector agency environment, with an emphasis on grants administration at a senior level.
- Minimum of five (5) years of experience managing direct reports in a similar environment.
- 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 required experience.

Preferred Qualifications

None

Knowledge, Skills, and Abilities

Knowledge of:

- SCRRA policies, rules and procedures
- Grants best practices for public agencies receiving federal, state and local funding
- Applicable federal, state and local regulations

Skilled In:

- Strong and effective leadership, team building, communication, and time management
- Microsoft Office, including Word and Excel
- Analysis, measurement, and process improvement



Ability to:

- Demonstrate strong analytical, quantitative and statistical skill sets and the use of statistical tools to prepare a variety of documents related to position duties
- Lead multiple initiatives simultaneously, driving initiatives through to completion while continuing to meet deadlines in a fast-paced work environment with frequently changing priorities
- Lead and facilitate complex funding discussions internally as well as with member agencies and funding agencies
- Evaluate cost/benefit analyses prepared in support of grant applications
- Demonstrate clear, concise writing skills and negotiation skills
- Provide clear direction and policy recommendations
- Anticipate and mitigate potential issues involving grant agreements
- Create a work environment that encourages team building
- Exercise sound judgment within general policy guidelines

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: September 2025

