

ASPEN • LEADERSHIP • GROUP

GRANTS MANAGER
SAN JOSÉ STATE UNIVERSITY, TOWER FOUNDATION
San José, California
<http://www.sjsu.edu>



The Aspen Leadership Group is proud to partner with the Tower Foundation of San José State University in the search for a Grants Manager.

The Grants Manager performs a variety of professional accounting functions involving project budget development, fiscal interpretation and analysis, reconciliations, reviews of multiple accounts and transactions, management of pre- and post-award accounting and reporting, and monitoring compliance with required deliverables.

The Tower Foundation of SJSU was established to encourage connections between alumni, donors, and the community. An increasingly challenging funding environment requires San José State University to augment public funding with private donations. Tower is dedicated to growing the University's endowment through donations, bequests, and prudent investment management and assists with the development, investment, administration, and banking of all SJSU philanthropic donations.

San José State's mission is to enrich the lives of its students, to transmit knowledge to its students along with the necessary skills for applying it in the service of society, and to expand the base of knowledge through research and scholarship. Through its seven colleges, the University offers 73 Bachelor's degrees (146 with all concentrations) and 71 Master's degrees (104 with all concentrations).

San José State provides a comprehensive university education, granting Bachelor's and Master's degrees in 134 areas of study. Quality teaching and small classes are a priority at SJSU, where tenured professors teach introductory as well as advanced courses. One of the 200 top research universities in the nation, SJSU offers rigorous course work and research opportunities to more than 30,000 undergraduate and graduate students in seven colleges.

San José State's location in the Silicon Valley makes it an exceptionally rewarding learning environment for students. Silicon Valley firms and agencies seek SJSU students for internships, summer work programs, and for assistance with research and development projects. San José State is the number one supplier of education, engineering, computer science, and business graduates to Silicon Valley.

REPORTING RELATIONSHIPS

The Grants Manager reports to the Chief Operating Officer, Tower Foundation.

PRIMARY RESPONSIBILITIES

The Grants Manager will

- develop, prepare, and finalize proposal budgets, and provide budget justification;
- review and approve expenditures, advise on post-award spending and commitment activity, and oversee compliance related to fund and revenue;
- develop and communicate reports supporting project status;
- create effective forecasting and decision aides;
- have responsibility for grant closeout and submission of final reports and certificates;
- compile information and documents needed for audit inquiries;
- understand, apply, and advise on foundation and university policies for projects;
- serve as a resource on grant administration and overall technical resource to project director and other university staff;
- assist principal investigator in the preparation of the administrative components of proposals within parameters of funder guidelines;
- serve as an active partner to principal investigators, Corporate and Foundation Relations, research groups, and other departments;
- respond to sponsor inquiries;
- ensure grants are set up properly and cost-sharing requirements are fulfilled;
- participate in and contribute to process improvements; and
- perform other duties as assigned.

KEY COLLEAGUES



Dr. Paul Lanning, CFRE
Vice President for University Advancement

Paul joined SJSU in 2015 from Ascend Partners Group, a Sacramento-based consulting firm he co-founded in 2011 to provide strategic and hands-on counsel to California-based non-profit organizations. In addition to managing day-to-day operations and business development activity, Paul was the lead consultant to institutions spanning the education landscape, including K-12 school districts, community colleges, and four-year universities.

From 2007 to 2011, Paul served as president and CEO of the Foundation for California Community Colleges. Under his leadership, the foundation secured the largest-ever gift to any two-year system of higher education in the U.S. to establish the system's first statewide scholarship endowment; raised national awareness of the need for increased private support to public two-year colleges; established resource development and marketing/communications departments to increase the Foundation's capacity to attract support; and grew and strengthened numerous programs and services benefiting California's community colleges.

From 2002 through 2007, Paul served at the University of the Pacific, first as director of corporate and foundation relations and later as assistant vice president for university advancement. He contributed meaningfully to a comprehensive campaign that raised \$330 million (well-exceeding its \$200 million goal). Prior to that, he founded and led a communications firm that was named Entrepreneur Business of

the Year in 2000 by the Sacramento Metropolitan Chamber of Commerce. Paul began his career with the Los Angeles Dodgers organization and spent several years working with professional and amateur sports organizations in corporate sponsorship, fundraising, media, and event management.

Paul earned his Ed.D. in Education Administration and Leadership from University of the Pacific. He also has an M.S. in Sport Management from the University of Massachusetts, Amherst and a B.A. in Political Science from the University of California, San Diego.



Leslie Rohn

Chief Operating Officer, Tower Foundation

Leslie has responsibility for the university's \$125 million endowment and donor funds that enable SJSU's colleges, programs, and departments to deploy donor funds to achieve student success. Prior to joining SJSU in 2006, she was Director of Treasury for Knight Ridder, where her responsibilities included syndicated bond offerings, managing the company's \$1 billion commercial paper program, and an active share repurchase program. Prior to joining Knight Ridder, Leslie served in a variety of roles for Coca-Cola Enterprises and BDO Seidman. Leslie earned a Bachelor's degree in accounting from

Florida International University and is a CPA.



Christina Tan-Aoyagi

Controller, Tower Foundation

Christina has been the controller of the Tower Foundation since 2014. In her role, Christina is responsible for all accounting functions, compliance, internal controls, and customer experience. Christina supervises a team of three full-time and two part-time staff members. Previously, Christina was the Foundation's Accounting Manager and served the campus in other roles prior to joining the Foundation in 2008. A

certified public accountant, Christina earned a Bachelor's degree in Mass Communications from University of Science, Malaysia.



Diane Gamba Satriano

Director, Corporate & Foundation Relations

Diane and her team are responsible for enabling collaboration between SJSU and corporations and foundations. Originally from New York, Diane has lived in San José since 1993. She has served as Director of Corporate and Foundation Relations since 2010. Diane began her San José State career in the role of Corporate Relations Officer. Prior to SJSU, Diane worked in sales for 26 years, representing multinational companies

in convention and hotel sales. She also worked as director of corporate outreach for 5 years at a boutique San Jose real estate firm. Diane has a Bachelor's degree in French from Marymount Manhattan College and did graduate work at Monterey Institute of Foreign Studies.

In addition to carrying a portfolio of corporations, Diane also manages a successful team of three development officers. There are two foundation officers, along with Diane and another officer handling corporate donors.



Michelle Smith

Corporate and Foundation Relations Officer

One of two CFR officers focused on foundation contributions to San José State University. Michelle joined the CFR team in 2014, bringing more than two decades of experience supporting Bay Area nonprofit organizations. Prior to the Tower

Foundation, Michelle worked at The Health Trust (Senior Grant Writer), Family & Children Services of Silicon Valley (Director of Grants Management), and Friends for Youth (Grants Management Director). She is an active member of the Association of Fundraising Professionals and the Grant Professionals Association and is a Certified Fund Raising Executive/CFRE.

Michelle received her Master's in Public Administration from California State University East Bay and her Bachelor's degree from Santa Clara University.

CANDIDATE QUALIFICATIONS AND QUALITIES

The ideal candidate for the position of Grants Manager will have

- strong accounting skills;
- knowledge of Generally Accepted Accounting Principles;
- competency in project management;
- demonstrated technical skills with MS Office (intermediate Excel and Word skills) and with email programs such as Gmail;
- knowledge of Blackbaud Financial Edge and Advance Web Access (AWA) preferred;
- excellent oral and written communication skills;
- ability to compose and appropriately format correspondence and reports;
- ability to review a proposal or manage a project with understanding of the overall scope and goal of each sponsored project;
- excellent customer service skills;
- ability to handle multiple concurrent projects in a deadline-driven environment;
- high level of initiative, attention to detail, and exceptional organizational skills; and
- ability to work under time-sensitive deadlines with minimal supervision.

A four-year degree in accounting is preferred for this position. Three to five years of experience with public or privately funded grant administration is required.

BENEFITS

This position offers an excellent and highly competitive benefits and compensation package. Benefits include comprehensive healthcare, paid vacation, opportunities for continued professional development, and a 403B plan with a company contribution after 12 months of employment.

LOCATION

San José State University occupies 154 acres in downtown San José in northern California. The University offers the excitement of a large, metropolitan campus where many cultures meet. San José is the third largest city in the state and the 10th largest city in the United States and is considered to be the capital of Silicon Valley. San José is a newly revitalized city that hosts major sports, the arts, museums, and restaurants serving a wide variety of cuisines. The Santa Cruz coastline is less than an hour away and San Francisco is one hour to the north.

APPLICATION DEADLINE

Before sending your résumé for this position, please read it over for accuracy. Review of applications will begin immediately and continue until the successful candidate has been selected.

To nominate a candidate, contact Anne Johnson: annejohnson@aspenleadershipgroup.com.

All inquiries will be held in confidence.

Tower Foundation is not a visa sponsoring organization. Tower Foundation employment is separate and distinct from San Jose State University or State of California employment. Tower Foundation is an Equal Opportunity Employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status, consistent with all applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

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