

**POSITION DESCRIPTION**

Position Title:	Grant & Project Administrator
Department:	Tower Foundation of San José State University
Reports To:	Chief Operating Officer
Hiring Range:	\$100,000-\$115,000 DOE
Exempt Status:	Exempt, Full-Time Benefited
Posting Date:	3/25/2026

**PURPOSE:** This position is responsible for the administration of complex philanthropic grants and corporate support agreements (75%) and for leading strategic organizational projects (25%). The individual serves as an expert resource for internal staff and campus partners, ensuring compliance and excellence throughout the grant lifecycle and project execution.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Grant Administration (75%)**

- **Pre-Award Support:** Collaborate with Corporate and Foundation Relations (CFR) and Principal Investigators (PI) to support proposal budget development and review award responsibilities. Collaborate on the intake process for corporate gift agreements to ensure alignment between donor intent and Foundation capabilities.
- **Compliance & Risk Mitigation:** Independently review award terms and conditions, including intellectual property, data rights, and non-standard grant language ensure all corporate contributions are categorized correctly as gifts or philanthropic grants to mitigate tax and regulatory risk.
- **Financial Oversight:** In partnership with Tower Finance, track research-related expenses and corporate gift expenditures; support the preparation of the annual Higher Education Research & Development (HERD) survey.
- **Award Management:** Oversee the transition of grant awards and corporate gift agreements to Tower Finance for post-award management and ensure all financial reporting is accurate and meets audit requirements.
- **Regulatory Alignment:** Verify approval of regulatory compliance protocols, including IRB (Human Subjects), IBC (Biohazards), IACUC (Animal Research), and Conflict of Interest (COI).
- **Contractual Execution:** Review, edit, and finalize philanthropic grant agreements, subawards, and corporate gift instruments; ensure all documents comply with CSU policy, GASB accounting standards, and relevant state or federal regulations.

**Project Administrator (25%):**

- Insurance Coordination: Lead the management of insurance policies and coverage requirements for Tower Foundation operations, service agreements, and grant activity.
- Sourcing & Contracts: Lead the Request for Proposal (RFP) process by coordinating between internal departments, external consultants, and vendors.
- Regulatory Liaison: Manage and process public record requests, ensuring all sensitive or privileged communications are handled with legal discretion.
- Foundation Compliance: Oversee administrative filings for state charitable registrations and other state non-financial registrations and filings to ensure the Foundation remains in good standing across all jurisdictions.
- Ad-Hoc Research: Conduct specialized research projects to support the Tower Foundation's evolving strategic goals.

**MINIMUM QUALIFICATIONS**

- Undergraduate degree from an accredited institution
- Four years of progressive experience in grant lifecycle management, fiscal oversight, or strategic project leadership within a complex organizational structure
- Experience using software applications, including spreadsheets, word processing, database management systems

**PREFERRED QUALIFICATIONS**

- Graduate degree in Public Administration, Business or other relevant field
- Experience in higher education or non-profit organizations
- Experience reviewing grant and gift agreements or contracts for compliance with legal and system requirements
- Experience in budget preparation, management, and reporting in higher education or non-profit organizations
- Experience using Blackbaud FENXT, RENXT, or similar systems
- Experience in project coordination, budget development, and use of electronic proposal submission systems such as Instrumentl platform

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong consultative and collaborative skills, especially with faculty and organizational partners
- Ability to effectively and professionally communicate verbally and in written and presentation formats
- Ability to handle multiple complex work priorities and organize and plan work
- Ability to work under time-sensitive deadlines with minimal supervision
- Ability to maintain confidentiality and appropriately handle sensitive communications with employees and external agencies

## **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS**

This is a full-time, at-will position, offering comprehensive benefits. The position is designated exempt under FLSA and is not eligible for overtime compensation. Standard work hours are Monday – Friday, 8:00 a.m. to 5:00 p.m., but may vary based on operational needs. This position is approved for partial telecommuting with onsite work on campus at San José State University.

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to operate general office equipment
- Must be able to sit and stand for extended periods of time
- Some physical labor may be required and must be able to lift a minimum of 20 lbs.

## **APPLICATION PROCEDURE**

To apply for this position, submit a resume and letter of interest to [towerjobs@sjsu.edu](mailto:towerjobs@sjsu.edu). If offered the job, it will be contingent on a successful background check.

***Tower Foundation is NOT a visa sponsoring organization***

The Tower Foundation of San José State is a 501c3 not-for-profit auxiliary of San José State University. 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.