

**Position: Grants Analyst**  
**Job Location: Sacramento, CA**  
**Position Type: Full Time**

Since 1982, California Capital Financial Development Corporation (California Capital), a nonprofit 501(c)(3) corporation, supports the economic health of our community through capacity-building and access to capital programs for small businesses and entrepreneurs. Certified by the U.S. Department of Treasury as a Community Development Financial Institution (CDFI), since 2002, we are a mission-based organization, focusing on programs and services with a goal of creating asset and wealth development in low/moderate income, diverse and underserved communities. California Capital provides technical assistance through a continuum of services including business training, one-on-one counseling, and a number of access to capital programs. California Capital also holds the designation as an SBA Women's Business Center, a Procurement Technical Assistance Center, and a Sacramento Employment and Training Agency Business Information Center. More information is available at: [www.cacapital.org](http://www.cacapital.org)

California Capital is currently seeking a Grants Analyst to provide review, analysis, and evaluation of grant program activities to ensure compliance with grant program requirements and regulations governing local and federally funded grant programs. The Grants Analyst will assist the Chief Financial Officer and Operations Director in budget preparation, the preparation of documents for grant proposals and reports, and the maintenance of files and databases necessary for preparing reports. The Grants Analyst will gather, manage and analyze financial and performance data from a variety of grant and contract agreements, and will have a role in updating California Capital's policy and procedures for new or changing grant reporting requirements. The person in this position must maintain current knowledge of uniform guidance and regulations for federal grants, and work collaboratively with Program Directors and on database maintenance and reports.

Due to the impacts of COVID-19, this position is temporarily remote, and California Capital will follow all state and local data and guidelines to ensure a safe reopening. Candidates must be able to conduct business remotely and communicate through video conferencing and emails.

**Responsibilities:**

- Maintain a schedule of open grant report and submission deadlines
- Review performance data for consistency with budget and financial objectives.
- Prepare draft grant budgets, documents, and agreements.
- Provide information and assistance to staff regarding program budgets and preparation of grant application and funding agreement.
- Participate in the development and implementation of new or revised budget programs, systems, procedures and methods of operation
- Assist in the drafting and implementation of budget policies; assist in the preparation of other supporting program documents.
- Conduct data analysis and research on specific budget issues.

- Exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty.
- Other duties as assigned by appropriate supervisory personnel.

### **Knowledge, Skills and Abilities:**

- Knowledge of general principles and practices of accounting, budget preparation, and data collection.
- Knowledge of federal grant reporting standards and general principles of accounting
- Plan, organize, prioritize and perform multiple tasks to perform job functions with strong attention to detail.
- Maintain knowledge and awareness of practices and standards of various California Capital programs.
- Exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty.
- Ability to work independently with moderate supervision.
- Ability to communicate and collaborate effectively to support program management staff.

### **Minimum Qualifications and Requirements:**

- *Must have a Bachelor's degree or higher education in Accounting, Business, Project Management, or similar area of study.*
- *2+ years of experience administering or grants for federally funded programs.*
- Proficiency in the use of standard business software applications. A high level of expertise in Microsoft Excel is preferred.
- Must be willing to attend events and meetings on behalf of California Capital as needed
- Read, comprehend and interpret written materials of moderate to complex difficulty

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

California Capital is an equal opportunity employer that seeks diversity with respect to race, ethnicity, culture, gender age, sexual orientation and physical abilities.

### **How to Apply:**

Interested candidates should email resume with a cover letter to [careers@cacapital.org](mailto:careers@cacapital.org) with " Grants Analyst" in the subject line. Must be a U.S. citizen or permanent resident to comply with ITAR; and a valid driver's license. Offers of employment are contingent upon completion of a satisfactory background and reference check.