



Position: Senior Grants and Infrastructure Funding Specialist
Status: Full Time/Part Time
Salary: Competitive, DOQ
Location: Southern California (San Diego County preferred)
Closing Date: Applications will be accepted on a rolling basis until **July 30, 2021**

Overview

Hoch Consulting is a small, growing, entrepreneurial and collaborative engineering firm based in Oceanside, CA. We provide our clients with high-quality, cost-effective, and practical engineering, design, and management solutions. We provide exceptional customer service and work hard to earn and maintain our strong reputation with our current and future clients.

Hoch Consulting is seeking a highly motivated and innovative senior level professional to join our funding support team.

Our talented team has a proven track-record of success and is currently servicing numerous clients in San Diego County through on-going, long-term contracts.

Key duties include managing client relationships, leading project efforts and support staff, and mentoring staff. The successful candidate must be self-motivated and ambitious, possessing excellent organizational, interpersonal, and communications skills that will allow for the candidate to engage in a variety of projects and to collaborate with clients and project partners at all levels. This job entails working closely with our public agency clients, funding agencies and internal team to: identify and research funding opportunities; develop and submit grant and loan applications; and facilitate the contract execution process between client and funding agency. The successful candidate will also develop and maintain project schedules to administer multiple grant and loan agreements simultaneously and coordinate the support of internal staff as needed to ensure the effective administration those funding programs on behalf of our clients.

Responsibilities

Funding Opportunity Identification and Grant Writing:

- Cultivate knowledgebase of a wide range of local, state, and federal funding opportunities on behalf of current and potential clients predominantly in the water/wastewater/recycled water/stormwater and transportation sectors.
- Develop and maintain an understanding of existing and potential clients' capital improvement programs to inform potential matches between priority projects in need of funding and funding opportunities.
- Attend funding seminars and participate in the active monitoring of websites, participate in webinars/trainings and share knowledge, allowing our team to remain current on a wide variety of funding opportunities that appeal to our existing and targeted public sector clients.
- Develop funding opportunity synopses as agencies announce such opportunities. Evaluate opportunities on behalf of existing clients/potential clients in a timely fashion to determine interest in applying and likelihood of success.



- Write grant, loan, and rebate applications for client agencies.
- Assist in the development of proposals in the pursuit of new work, and other related duties, as assigned.

Grant and Loan Administration

- Analyze and monitor grant and loan agreements on behalf of and in partnership with our clients to ensure awards are managed in accordance with administrative restrictions, reporting and compliance requirements.
- Regularly interact with our clients to obtain information regarding grant/loan/rebate-funded projects and to ensure compliance with the agreement is maintained throughout the life of the project; advise clients on steps needed to ensure compliance.
- Act as a liaison with funding agency contacts and work with client project managers/financial staff to obtain performance information and cost information required to prepare reports and invoices and submit deliverables to funding agencies.
- Structure, schedule, and oversee multiple complex grant/loan/rebate project budgets and ensure accurate tracking of expenditures via a master spreadsheet throughout the life of the grant agreement. Prepare and submit accurate invoices. Some projects involve multiple partner agencies, which requires additional management of budgets and expenditures at the partner level, along with management of those partners in all aspects of the grant.
- Regularly interact with clients and internal teams to provide guidance, quality assurance, and corrective action planning.
- Identify areas of concern and work with funding agency liaisons, client contacts and internal team to resolve issues as they arise.
- Consistently manage grant projects to ensure compliance requirements are met and appropriate documentation is filed and well organized in anticipation of audits. Provide support should clients be audited by funding agencies.
- Inform and advise project team on grant and contract restrictions to ensure regulatory compliance. Enforce restrictions to protect against audit disallowance or non-reimbursement of expenditures and provide guidance on alternative options as appropriate.
- Implement closeout procedures to ensure all compliance and award-specific requirements are met and documentation is complete and audit-ready.
- Contribute to the continuous development of written standard operating procedures for funding support.

Managerial Functions

- Track client project budget to actual expenditures and assist in preparation of monthly client invoices, as needed.
- Provide input on project staff performance and provide career development opportunities to junior staff, as needed.
- Participate in client interviews, as needed.



Qualifications

Knowledge, Skills, and Abilities

- Knowledge of current computer and office automation equipment and software; ability to learn new electronic systems; develop skills to effectively use information systems and applications in analysis, research and reporting activities and projects and effectively use these systems in analysis, research and reporting activities and projects.
- General knowledge of governmental accounting principles, sponsor agency reporting requirements, audit policies and federal regulations specifically 2 CFR 200 (Uniform Guidance).
- Ability to conduct complex calculations, develop and maintain detailed Excel spreadsheets, track and analyze financial data, and prepare and present financial analysis of in a clear and concise manner.
- Ability to effectively communicate with clients and funding agency representatives.
- Ability to anticipate problems and address them proactively, see the broad impact of issues at the organizational level, and take proactive measures to recommend process improvements where appropriate.
- Ability to determine when regulations have room for interpretation and apply sound judgment in determining solutions to complex issues where no clear guidance in regulations exist.
- Ability to use independent professional judgment in situations that are different from the typical daily experience.
- Ability to share expertise, serve in a back-up capacity, mentor, and provide training to project staff as needed.
- Demonstrated strong planning and organizing skills with the ability to develop solutions to complex problems.
- Ability to utilize internal and external information systems and accounting applications in analysis, research and reporting activities and other projects and regularly share this expertise with the team.
- Ability to interpret and apply terms and conditions of grant programs to client agency policies and procedures.
- Ability to work in a fast-paced environment, handling multiple deadlines.

Minimum Qualifications

- Bachelor's or Master's degree in Business Administration, Public Administration, Accounting, or related field OR Bachelor's or Master's degree in Civil or Environmental Engineering, or related field.
- 10+ years of progressive responsibility in a public agency or consulting firm performing funding support (e.g. grant writing and administration) OR performing related civil engineering work.



- Strong project management skills, including the ability to manage tasks for complex projects utilizing local and remotely-located personnel with specialized skills.
- Excellent written and oral communication skills, including technical writing and reading comprehension.

Preferred Qualifications and Special Skills

- Experience working with governmental accounting principles, sponsor agency reporting requirements, audit policies and federal circulars A-133, 2 CFR Parts 215 and 220, 2 CFR 200 (Uniform Guidance), and Federal Acquisition Regulations
- Experience working in local public agencies (e.g. cities, counties, water districts, joint powers authorities, etc.).
- Knowledge of southern California water resources dynamics and undercurrents.
- Knowledge of Department of Transportation funding opportunities and areas of focus, such as RAISE, TIGER, and Active Transportation Program (ATP).

COVID –19 Specifics

Due to COVID-19, this position is currently primarily virtual, requiring telework. It is anticipated that the assignments will transition back to a hybrid office/work environment when San Diego County restrictions are lifted.

Benefits

Hoch Consulting strives to provide our staff with municipal-grade benefits and compensation packages competitive with private industry. Our benefits package includes: paid vacation, sick, and holidays; paid parental, bereavement, jury duty, and giveback (volunteer) leave; Health (medical, dental, and vision) Insurance; a wellness stipend; 401k retirement plan with up to 4% salary match; life, AD&D, and long-term disability insurance; employee assistance program; climate change mitigation incentives; cell phone reimbursement. This position may be eligible for other enhanced benefits.

To Apply

Please send a resume, cover letter, and references to careers@hochconsulting.com, with “Senior Grants and Infrastructure Funding Specialist” in the subject line. Applications will be accepted on a rolling basis. No agencies or calls please.

Equal Opportunity Employer

Hoch Consulting is an equal opportunity and affirmative action employer and a certified small business enterprise (SBE). Women, minorities, people with disabilities and veterans are strongly encouraged to apply. We are dedicated to a policy of non-discrimination in employment. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.