

A WOMAN'S PLACE POSITION DESCRIPTION

Title: Grants Compliance Manager

Department: Development

Employment Status: Full-Time

Salary Range:

Wage and Hour Status: Exempt

VALUES STATEMENT

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision making at all levels of A Woman's Place are rooted in and guided by the following values:

Courage: A Woman's Place acts bravely and boldly, notwithstanding fear.

Creativity: A Woman's Place encourages the creation of meaningful new ideas, interpretations, and rules.

Equality: A Woman's Place believes each and every one of us must collaborate to create a new society based in equal power and rights.

Integrity: A Woman's Place is of sound moral character and adheres to ethical principles.

Respect: A Woman's Place is considerate and honors the worth and dignity of all beings and resources.

Social Justice: A Woman's Place analyzes structural social inequalities in order to promote justice.

VISION STATEMENT

A Woman's Place envisions a society where all individuals are safe in their relationships and can flourish.

MISSION STATEMENT

A Woman's Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

Purpose of Position: The grant Compliance Manager maintains the health of all federal, state and private grant sourcing including but not limited to applying, reporting and monitoring of all grants. The Manager will also work closely with programming to determine funding needs and priorities. They will train personnel in software use and reporting methodology. They will also provide guidance for programs funded by federal, state, and private funds; oversee data reporting and compliance of all programs, assist program staff to accomplish their approved program initiatives. Finally, they will work closely with finance and administration to insure all grant funds are spent appropriately and in a timely manner.

Reporting Relationships: Reports to the Director of Advancement

Essential Functions/Responsibilities:

- Perform functions of grant administration and reporting to include, but not limited to: preparation and timely submission of grant applications and reports.
- Assist program staff in understanding compliance with the rules and regulations administered by the grantor; oversee special audits conducted by grantor.
- Interface regularly with finance department for compliance and invoicing requirements.
- Oversee personnel record management in regard to grant compliance.
- Serve as a liaison on issues regarding grants.
- Monitor interventions and programs funded by grants to ensure compliance with grantor guidelines.
- Identify new funding sources and present to Director of Development for review
- Coordinate and present potential funding opportunities to directors to determine feasibility and fitness
- Organize planning meeting with relevant personnel to coordinate tasks on grant applications and reports.
- Monitor, input, review, and approve federal grant data.
- Develop and maintain relationships with collaborative community partners and resources to better serve victims of domestic violence. As necessary, educate and train program staff on procedures and practices for data recording
- Manage software databases to ensure staff are correctly inputting data so reports can be generated
- Perform related work as required.

Criteria/Requirements:

1. Commitment to AWP's Values, Mission and Vision statements.
2. Adherence to the Personnel Policies of AWP
3. Successful completion of Domestic Violence Direct Service Training course and continuing educational requirements.
4. Honesty and trustworthiness in all relationships.
5. Excellent and effective written and oral communication skills.
6. Track record of success in applying for, receiving and maintaining compliance on federal, state and private grants.
7. Ability to make independent decisions and solve complex problems.
8. Ability to work independently as well as in a team setting.
9. Emotionally resilient and able to withstand pressure on an on-going basis.
10. Deals with difficult situations while maintaining professionalism and quality of services.
11. Adapts readily to changing work environments, work priorities and organizational needs.
12. Reliable Transportation

Education:

Bachelor's Degree in a related field and/or
2 years of related work experience

Characteristics:

1. Treats all people with respect, values diverse populations and cultures.
2. Self-motivated and able to work independently.
3. Demonstrated degree of initiative and creativity
4. Must be flexible and have the ability to multi task.
5. Anticipates problems and seeks resolutions
6. Ability to prioritize tasks and requests and work in a confidential setting
7. Reliable, personally responsible and trustworthy
8. Willingness to work varied hours including some weekends and evenings
9. Data Entry Skills
10. Microsoft Office Proficient

License/Certifications:

1. 3/34 clearance
2. Valid Pennsylvania Driver's License
3. Valid vehicle registration and insurance

Physical Demands/Environmental Conditions:

1. Operation of office equipment
2. Lifting up to 35 lbs
3. Exposure to cleaning supplies, office chemicals and insecticides.

This is not an employment contract. A Woman's place has the right to change duties and responsibilities as needed.

Employee signature

Date

Director of Development

Date