

An Equal Opportunity Employer Committed to a Diverse Workforce

JOB DESCRIPTION

Job Title: Grants Administrator
Department: Finance
Reports To: Vice President Finance & Administration
Classification: Professional

Summary:

Grant Administrator Job Description

The Grants Administrator is a critical role in a fast-changing organization. Under the supervision of UWBA's Senior Vice President Finance & Administration, the Grants Administrator has two major responsibilities: First, s/he oversees the financial and record-keeping side of the annual grant-making process for both UWBA programs and for all grants received. Second, s/he works closely with program staff and senior leaders to ensure accurate financial reporting and procedural compliance on all grants, including governmental grants.

The Grants Administrator works closely with program and development staff and senior leaders to manage a \$4M grants made portfolio and a \$3M grants received portfolio, ensure organizational effectiveness and compliance, help set relevant policies and provide technical assistance as required. Because s/he is a vital connector for the finance, development, and program staff, the Grants Administrator must possess the ability to see and understand all points of view.

We are seeking an individual with deep financial acumen and a strong track record of success. This individual will have robust collaboration and problem-solving skills and will provide seasoned guidance on compliance issues as well as key financial and operational best practices.

Essential Responsibilities

Grants and Compliance Administration

Grants Made:

- Work with UWBA's finance & program staff to ensure an accurate, timely, efficient and transparent process for the entire grant life cycle, from proposal to close. This entails pre-award management, tracking payments, reviewing or producing relevant reports, monitoring and post-award management.
- Review and approve grant award packets prior to notification of the award.
- Work with Program staff to develop and maintain all grant agreements and MOUs pertaining to grant awards.

- Oversee and act as UWBA's expert for all aspects of UWBA's grant making process including all grant administration policies, systems, and documentation to ensure compliance, incorporate best practices, and ensure excellent controls.

Grants Received:

- Serve as the resident expert on grant compliance and interpretation of OMB Circulars and all applicable regulations, policies and procedures. Interpret applicable regulations and translate into operational policies as required.
- Provide on-going training to program and finance staff as it relates to grant administration and organizational policies
- Manage the invoicing and track the expenses for UWBA's \$1M public and federal grant portfolio.
- Manage the organization's annual A-133 audit.

Federal Sub-grantee Monitoring & Evaluation

- Provide hands on training to grantees as it relates to grant administration, OMB circulars and compliance policies
- Manage the due diligence process for each sub-grantee's ability to comply with federal regulations with a thorough review of all their financial and operational policies as well as evaluating each grantee against UWBA's standard risk assessment.
- Design and execute sub-grantee monitoring processes, including conducting assessments and site visits, collecting and analyzing data, documenting results, and identifying and discussing implications.
- Proactively interpret and assess sub-grantee gaps, provide technical assistance as necessary and surface and address issues.

Other Projects on the horizon: (process improvements)

- Develop and maintain a basic grant-making manual and communicate appropriately with staff concerning policies and procedures and updates.
- Research various grant management systems (GIFTS, FoundationConnect, Salesforce) and work in collaboration with program, IT, development, and finance staff to implement new system.
- Serve as the primary administrator for the new grant management system and provide the necessary training to staff; write new standard operations procedures as required.

Requirements

- BA/BS degree
- 5+ years of experience with grants administration and/or compliance (government grant experience required; federal grant experience desired)
- Experience with federal OMB (Office of Management and Budget) circulars
- Nonprofit or philanthropic experience
- Ability to think and problem-solve creatively
- Strong project management and time management skills; highly organized and detail-oriented

- Ability to set and revise policies and procedures while brokering buy-in from all stakeholders
- Demonstrated capacity to frame complex situations and present options
- Effective written and oral communication skills
- Ability to provide guidance to people with a wide range of cultural backgrounds, training and experience
- Enjoy working independently and as part of a team
- Proficiency with Microsoft Office required (Word, Excel, Outlook and PowerPoint);
- Experience with Salesforce.com or other CRM systems (Raisers' Edge, Donor Perfect) desired;
- Experience with MIP (Sage software) a plus.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Salary:

\$68,000 - \$72,000 annually

To Apply:

Submit resume along with cover letter including salary requirements to one of the following:

1. E-mail to careers@uwba.org, OR
2. Fax to 415-544-9845 (Attn: HR)