***Sarah’s Inn is a community-based non-profit organization whose mission is to improve the lives of those affected by domestic violence and to break the cycle of violence for future generations***

Looking for a great nonprofit organization with a strong community presence? You have found the right place

at Sarah’s Inn. Work with an organization that prioritizes staff development and work-life balance. Join our

team of caring, knowledgeable, and passionate professionals who are dedicated to the mission of ending

domestic violence.

Sarah’s Inn offers competitive pay and benefits, including a flexible one-day per week remote work day, paid

time off (25 days of vacation and sick time), 10 paid holidays per year, a Flexible Spending Account, a

retirement plan, and robust health insurance plans (90% covered by the agency for individual coverage, 30%

covered by agency for spouse/family coverage). The agency also provides a $35.00 monthly cell/tech

reimbursement and mileage/parking reimbursement. 100% agency paid short-term and long-term disability and a $35,000 life insurance policy. Voluntary dental, vision and additional life insurance plans available.

**Job Title:** Grants Manager **Department:** Finance and Operations

**Reports To:** Finance & Operations Director **FLSA status:** Non-Exempt/Full-Time

**Salary Range:** $70,000 - $75,000 annually

**Position Summary:** The Grants Manager is responsible for the agency’s public grant portfolio including federal, state and local sources, in addition to designated private funding or foundation grants. The Grants Manager will manage all aspects of the grants process including researching grant opportunities and NOFOs, coordinating the writing and submitting proposals, tracking grant status, managing the grant/contract execution process, and submitting required reports on public and major private grant funded projects. This position will ensure proper use of financial systems and reporting, budgeting, and billing of government funded grants and contracts; works with our external accounting consultant on grant revenue and expenditures; and provides other accounting support, as needed. The role provides assurance that Sarah’s Inn remains in compliance with funder requirements and acts as the liaison between Sarah’s Inn and current funding sources. This position also fosters relationships with grant contacts and works in partnership with the Director of Finance & Operations, the Associate Director, the Executive Director and the Director of Development.

**Essential Duties and Responsibilities:** If invited for an interview, a full job description will be provided.

**General Requirements:**

* The position requires the ability to implement and administrate grant compliance and reporting requirements. The incumbent must be highly skilled in dealing with financial and numeric data, with the ability to manage time according to changing priorities. The ability to manage multiple concurrent projects in a deadline-oriented environment is required. The required quality of work output requires a special emphasis on accuracy, attention to detail and flexibility in prioritization.
* The position requires the ability to communicate to multiple constituents and to collaborate effectively with people at all levels of authority. Communication skills must include the ability to explain financial concepts to those who may not have a financial or budgeting background, with skills in concept clarification.

**Grants Management:**

* Serve as the primary fiscal contact for funders and sub-recipients; understand specific grant requirements; communicate any contract updates; and ensure financial compliance on contract conditions and assurances.
* Coordinate and prepare all required governmental grant proposals and reports, and resolve accounting and reporting issues, as necessary.
* Serve as a liaison between program directors/supervisors to ensure accuracy and timeliness of funder reports, budgets, billing, and grant submissions; ensure proper submission in collaboration with Finance & Operations Director.
* Assist with the grants and contract closeout procedures in accordance with the rules and regulations of the funders.
* Coordinate with the finance team and program staff, to ensure transactions are properly recorded and agree to the grant/contract agreement, while also ensuring sub-recipient/subcontract financial activities adhere to deliverable deadlines.
* Manage contractor agreements and ensure the terms and conditions of agreements are met and properly documented and properly documented and communicated.

**Budget Preparation:**

* Coordinate the budgeting process and detail for assigned grants, and contracts.
* Setup budgets in accounting software and monitor budget activity for grants and contracts for agency programs; resolve accounting and reporting issues, as necessary.
* Prepare monthly budget-versus-actual status reports for use by program supervisors, directors and finance team; identify issues, concerns and problems and communicate with finance team and directors.
* As requested, budget creation and analysis support to management staff members responsible for the grants and contracts within the agency; collect and consolidate program and administrative budgets; and forward fiscal planning and financial management. Assist directors and supervisors with financial information needed to prepare grant budgets and proposals.
* Review subrecipient budgets and reimbursement requests for alignment with grant agreements, and ensure sub-recipients are in compliance with established administrative and financial policies, procedures, and sound business practices.

**Accounting Administration:**

* Properly allocate expenses for shared costs and payroll allocation; ensure that all revenue and expenses are correctly coded.
* Perform monthly and quarterly reconciliations and close out duties.
* Maintain updates for cash flow and revenue projections.
* Support other accounting/finance associates in research and resolution of accounting entries and/or open items to ensure appropriate classification of transactions within the general ledger and associated financial statements.
* Maintain efficient electronic filing systems for financial records.

**Audit Support:**

* Support the various external/internal annual audit activities including responses to accounting related questions; provision of documentation; and closing of audit comments where applicable.
* Develop positive working relationships with auditors for both contracts and annual audit.

**QUALIFICATIONS**:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

**Education and/or Experience:**

* A Bachelor’s degree, from an accredited college or university.
* Minimum of three to five years of experience with fund accounting in a non-profit and government entity is required; experience with HUD, VOCA & VAWA preferred.
* Thorough understanding of GAAP, such as debits and credits, cash versus accrual accounting, etc. are required.
* Experience in using a computerized accounting system, inclusive of general journal entries, correcting entries, cost allocations and reporting is required, with skills in G/L and financial statements.
* Strong computer literacy; proficient in all Microsoft Office Suite, importantly Excel, required, and proficiency in QuickBooks strongly preferred.

**Knowledge and Skills:**

* Superior communication and writing skills, including strong grammar, punctuation and proof-reading skills; ability to explain financial concepts to those who may not have a financial or budgeting background.
* Demonstrated skill in statistical data collection, analysis and report preparation.
* Knowledge of government funders, their application process and reporting requirements.
* Strong interpersonal, planning, and organizational skills.
* Strong strategic and analytical skills and creative problem-solving ability.
* Ability to manage time effectively, prioritize and handle a variety of tasks and meet established deadlines.
* Strong research and fact-finding capacity.
* Knowledge of women’s, children and youth issues, specifically related to domestic violence, preferred.
* Ability to handle employee and client information with complete confidentiality.
* Ability to develop and maintain positive relationships with a wide variety of people including to but not limited to, board members, staff, volunteers, interns, government officials and grant managers, private foundations, community partners, donors, media.
* Commitment to and experience in working with people from diverse ethnic, cultural, social, economic backgrounds and lifestyles.

**Performance Standards:**

* Annual performance evaluation
* Attainment of annual goals established between the Finance & Operations Director and the incumbent that are aligned with annual performance review, grant and funding requirements, Sarah’s Inn’s Strategic Plan and any board directives.

Sarah’s Inn is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, sexual orientation, veteran status, national origin, or disability.

EOE/M/F/D/V

Interested Candidates should submit cover letter and resume to [employment@sarahsinn.org](mailto:employment@sarahsinn.org) – Indicate “Applying for Grants Manager Position” in the Subject Line.