



Job Title: Director, Grants and Compliance
Reports To: Chief Financial Officer
Classification: Exempt
Supervisory Responsibilities: None
Date: 2/15/2021

Our Mission: Grace Place puts faith into action providing pathways out of poverty by educating children and families.

Summary/Objective:

Serving in the role of Director, Grants and Compliance carries significant responsibilities. The Director, Grants and Compliance must personally participate to a significant intellectual degree in each funded project. The Director of Grants and Compliance is the author of these grant proposals for a specific scope of work, bears primary responsibility for all essential aspects of the work being carried out, including a project's technical or programmatic requirements, compliance with applicable policies and regulations, and administrative tasks.

The Director will work collaboratively with the CFO, finance and development teams, and program staff to ensure the compliance of all State, Federal and Local government grants, as well as support the development team during the submission of new granting opportunities. In addition, the Director will serve as oversight for all Department of Children and Families requirements. This position will report to the CFO and work cross-functionally with other departments. The Director will also work on special projects aimed at streamlining and refining current grants and DCF workflows.

As a member of the Grace Place Team, this person must be a team player, energetic, creative, persuasive, and able to function productively and effectively with a high degree of autonomy. Personal integrity and a commitment and a passion for Grace Place's mission are requirements.

Current grants that are included in the Director's responsibilities include: 21st Century, EFSP, Pathways, United Way as well as other local and national grants.

The CEO is the only person who can commit to Grace Place receiving and using grant funds. Although Grace Place is the legal recipient of sponsored project funds, it is the Director who initiates the application and assumes the responsibility for overall project management.

Work Schedule:

This is an exempt position. Your weekly schedule will be: in the office Monday – Friday, 8:30 am – 5:00 pm, with 30 minutes for lunch. Your hours will be flexible based on requirements for evening, weekend, and overtime work.

Essential Duties and Responsibilities:

- Keep current of all DCF and federal funding regulations and requirements that affect Grace Place's services, mission, and strategic plan.
- Accurately, and according to all pertinent rules and regulations, meet all reporting requirements.
- Oversee payroll allocations on federal, local, and state grants.
- Collaborate with the development team on grant budgets and proposals.
- Prepare journal entries and account reconciliations.

- Perform Raiser's Edge data entry and quality information management related to financial grant compliance.
- Work closely with CFO, CEO, and program staff to identify areas of concern regarding grant compliance and chapter finances.
- Prepare monthly grant reimbursements, ensuring timeliness, accuracy, and compliance with grant agreement terms.
- Ensure appropriate grant documentation is prepared and maintained to support reporting and annual audits.
- Support CFO with the management of the Net Assets Schedule
- Notify CFO on grant spend-down amounts.
- Support CFO during annual Audit/990
- Partner with HR and Finance to highlight and correct grant payroll allocation discrepancies.
- Follow up with external agencies, vendors on delinquent invoices.
- Assist CFO during the annual budget creation process.
- Support and/or collaborate with other members of the Operations/HR team on special projects as needed.

The omission of an essential function does not preclude management from the assignment of duties not listed herein if such functions are a logical assignment to the position.

DCF Administrative responsibilities:

- Serve as the point person for all inspections.
- Direct all renewal applications.
- Confirm staff meet required certifications and licensing.
- Confirm program maintain DCF compliance in classrooms and across the campus.
- Conduct quarterly internal audits.

Grant Development responsibilities:

- Preparing proposal and assisting in budget development
- Convening an appropriate group of individuals to develop grant proposals.
- Facilitating the mechanics of the planning process of proposal development
- Providing information concerning the Grace Place and the Golden Gate community and developing statistical data to support the grant proposal's idea.
- Providing information on potential sources of funds
- Develop early drafts of the grant to include the proposed budget.
- Coordinating final packaging of the grant for submission
- Providing grant writing workshops for interested staff.

Grant Programmatic responsibilities:

- Monitors grant performance.
- Maintains and retains project data and materials as required.
- Completes progress and other required reports.
- Initiates timely requests for prior approval for changes when required (e.g. change in scope of work, re-budgeting, or reduction in committed effort)
- Requests no-cost extensions when appropriate

Grant Compliance responsibilities:

- Ensures accurate and timely effort reporting for project personnel
- Monitors Time and Effort reporting
- Discloses conflicts of interest when required.

- Processes award documents, drafts sub-agreements, MOU's, and similar documents.
- Assists with analyzing, interpreting, and applying Federal, State, Local government, and private funder's statutes, rules, and regulations regarding grant administration and implements related campus-wide processes.
- Conducts monthly monitoring meetings with grant project managers to review fiscal and performance activities and provides information to staff to adjust spending.

Grant administrative/Fiscal responsibilities:

- Initiates the routing and obtains appropriate approvals prior to proposal submission.
- Initiates project budget development and budget amendment process on allowable expenditures and the project budget
- Assists with negotiations of award terms as needed.
- Monitors project's financial status.
- Manages project within budget limits.
- Approves expenditures.
- Assures that expenses incurred are allowable, reasonable, and allocable to the project to which they are charged.
- Seeks prior approval for budget changes when required.
- Approves sub-recipient agreements and related invoices.
- Handles post-award administration of grants, financial reporting, financial record maintenance, and preparation of monthly, quarterly, and annual fiscal reports.
- In coordination with the CFO, provides preparation of reimbursement requests and draw-down of funds.
- Ensures that cost-share requirements are met.
- Reviews final financial statements.
- Assists with accounts receivable collections as needed.

Qualifications:

Education:

- Bachelor's degree is required.

Experience:

- Minimum of five years' experience in grant writing and compliance reporting
- Experience in government grant regulations and writing is preferred.
- Department of Children and Families Director/Administrator credential preferred; if Director credential is not met, Director credential training will be required during the first year of employment.
- Experience working with databases, grant compliance reporting software is preferred.
- Bias toward action; drives work forward with an urgency to see results.
- Excellent communication skills and the proven ability to influence at multiple levels of the organization.
- Perform the physical requirements necessary to meet job requirements.
- Personal qualities of integrity, credibility, and a commitment to and passion for the mission of Grace Place.

Knowledge, Skills, and Abilities:

- The ability to deal effectively with people from different backgrounds, experience levels and in all types of situations. Must have the capability to evaluate problems accurately and display good judgment.
- Will have access to and use of confidential and must have a good sense of diplomacy.
- Proficiency in QuickBooks, Microsoft Word, and Excel and use of data management systems.
- Ability to operate standard office equipment including but not limited to computers, copiers, calculators, and facsimile machines.
- Highly organized, detail-oriented, and ability to work independently, competently, and efficiently in a multi-task environment.

- **Grant Process**

During the development, implementation, and maintenance of each project, the primary offices that may be involved include the CEO, CPO, CFO, Program Directors, Development Operations Manager, and Site Coordinators. The Director of Grants and Compliance is the person responsible for coordinating with all these offices and who will facilitate communication about the project and solicit support from the appropriate departments and staff. Upon funding approval, the project should begin operations immediately to allow the needed time required to begin documenting how the funds are utilized within the guidelines of the funding agency. Program Directors and Site Coordinators serve as the day-to-day supervisor of the funded project. The position and responsibilities will be determined and specified by the Chief Program Office.

- **Grant Committee**

The grant committee, led by the Director of Grants and Compliance, will provide support to prioritize and allocate resources for seeking grant funding for programs and general operating financial support. It is comprised of the Chief Executive Officer, Chief Development Officer, Chief Financial Officer, Chief Program Officer, and Development Operations Manager. The grant committee will convene monthly to review upcoming grant opportunities and to discuss specific grant reporting requirements. The Grants Committee will review proposals in stages to ensure a careful and timely decision about the merits of the proposal. What follows is an outline of the process for grant applications.

1. Development will forward agenda including grant application proposals with historical information (if applicable), program affected, outcomes reporting requirements and timing, and any other pertinent information, at least one week in advance of the scheduled committee meeting.
2. Committee members should evaluate the resources required for each grant and, if possible, discuss the grant parameters with members of their department that will be responsible for supporting the development team. Much time and energy are expended in writing a proposal; therefore, initial enthusiasm and approval are crucial to ensure support for grant application input and outcome reports support.
3. If approved, the Director or the Chief Development Officer will draft the grant application, ideally including the program team members responsible, as well as finance.
4. At least one week prior to the submission date, a final draft of the application will be made available to the Grant Committee for comment and/or approval as a relevant
 - All budgets submitted must be approved by CFO.
 - All program elements must be approved by the relevant program coordinator.

- **Managing the Budget**

The Director of Grants and Compliance is responsible for reconciling quarterly budget and objectives reporting. Grant expenditures must be monitored on a regular basis. The Director of Grants should monitor the budget monthly by comparing the percentage of time elapsed in the grant period and the percentage of the total budget spent. This will prevent returning unexpended funds or over-expenditures and will help ensure that the objectives of the project will be met.

- **Close Out and Evaluation**

Final reports are the responsibility of the Director. Closeout of the funded program is as important as the development of the program. The continuation requests and/or final reports will usually include a narrative description of the project accomplishments for each objective in the methodology. Any objectives not accomplished during the funding period, as well as any changes in the programmatic component of the project, will require explanation. Copies of this final report will be provided to the funding agency, the CEO, the CPO, and the CDO within 45 days after the project completion. The timely filing of final reports may have an effect on future funding possibilities. To ensure the proper closeout procedure has been completed, please reference the Program Closeout Checklist.

- **Grant Purchasing**

Purchasing requests for equipment, services, or supplies must be submitted to the appropriate Supervisor. Once a purchase request has been approved, it will then be forwarded to the Director of Grants for review. After the purchase request has completed the approval process the Director of Grants will validate that sufficient funds are available. It is suggested that major purchases such as equipment be completed at the beginning of the project period to avoid costly delays. Grant-funded positions will be paid according to standard Grace Place payroll practices. All funded positions must complete Time and Effort reports to document grant-related activities. These reports will be completed on a weekly basis and submitted to the Grants Office at the end of each month. The hiring of grant-funded personnel will be completed based on the policies and procedures of Grace Place. Recruitment of potential staff can begin, or current employees may be offered a position "contingent upon grant funding." Personnel hired in positions funded by an external agency will agree that if such funding is discontinued or reduced to the point where the position cannot be funded, Grace Place will have just cause to discontinue employment. Personnel hired in positions either completely or substantially financed by external funding agencies must also agree, that earned vacation must be taken prior to the expiration of the contract and that benefits are only in effect during the time of their employment, as stated in the contract for employment.

- **Tracking Objectives**

The grant proposal includes a list of objectives and a time line to serve as a guide for reaching milestones. The terms of the grant are the specific laws and/or rules which you must follow in the implementation and management of the project. These laws, rules, and regulations are specific to the funding agency, whether it is federal, state, local, corporate, or private.

A background check (including a criminal records check) must be completed satisfactorily and is required for employment. Grace Place will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily

complete the background check may affect the continued employment of a current Grace Place employee who was conditionally offered the position.

Additional Information:

As members of the Grace Place team we all value and support the Grace Place Vision, Mission, Faith Statement, and Organizational Core Values.

Work Environment: Position requires working in numerous locations which include varied temperature, noise level, and other factors that may affect a person's working conditions while performing the job.

Position Type and Expected Working Hours: Full-time or Part-time (part-time is defined as someone who is working 40 hrs. or less a week) Anticipated working hours of approximately 9 am – 5 pm Monday through Friday, including some evenings and weekends as needed.

Physical Demands: Bending, sitting, and standing for long periods of time. May require lifting objects weighing up to 20 lbs. as needed.

Additional Eligibility Qualifications: Background check, fingerprinting required.

Organizational Competencies:

The following competencies are organizational in nature in that all Grace Place employees are expected to exhibit these competencies and will be part of the basis for their performance evaluation.

Work Ethic and Commitment: Extent to which the employee takes pride in his or her work, and is dedicated and committed to excellence in personal goals and organizational mission. The extent to which a significant volume of quality work is performed efficiently in a specified period of time; the employee is a peak performer with a high energy level.

Initiative and Problem Solving: Degree to which employee takes active steps to set and achieve tasks/goals on a timely basis. Is a self-starter and solution-seeker who possesses a sense of urgency and takes action with minimal instruction. Is able to identify issues/problems and possible solutions and is willing to act on the solutions.

Service Orientation: Extent to which the employee understands and exhibits behaviors that enhance and improve the experience of various stakeholders: students/families, volunteers, donors/supporters, and community partners. Knows and acts upon what it takes to deliver value. Makes a genuine effort to listen to stakeholders and seeks to understand and resolve needs/issues.

Judgment and Decision Making: Ability to arrive at sound decisions in a timely manner with positive results. Understands and utilizes core values of organization and relevant policies and seeks appropriate guidance when needed.

Quality, Care, and Dependability: Extent to which work is accurate, thorough, and neat. Degree of reliability in performing tasks, following instructions, and meeting deadlines. Employee possesses the ability to produce reliable work without follow-up or inspection.

Teamwork and Interpersonal Relations: Extent to which employee is positive and projects a willing-to-please attitude, cooperation, and team spirit. Understands goals of the department, as well as collaboration with other departments, and is willing to accommodate the personnel, tasks, and situations involved in order to accomplish department and organizational goals. Consider employee relationships with other staff, volunteers, students/families, and community partners.

Communication Skills (oral and written): Communicates effectively and accurately both orally and in writing with individuals and groups; presents ideas in an organized, clear and concise manner; employs tact and discretion; listens well; offers appropriate feedback. Listens to others. Communicates with a clear message and is open to different perspectives. Ensures that the receiver hears and understands the message.

Job Knowledge and Technical Skills: Extent to which the employee possesses the practical and technical knowledge of duties, functions, work safety procedures, policies, and takes responsibility for reviewing and upgrading areas of expertise and development of new skills as needed.

Planning and Organizing: Level of effectiveness in planning and organizing daily work. Ability to achieve short- and long-range objectives. Assess organization of work and time management skills.

Professional Image: Extent to which the employee projects a professional image through appearance, conduct, and work areas.

Equal Employment Opportunity Statement:

Grace Place values diversity in the workplace and among our partners and other stakeholders.

It is the policy of Grace Place to provide equal employment opportunities to all qualified employees and applicants on the basis of experience, training, education, and ability to do the available work without regard to race, color, religion, sex, national origin, age, disability, marital status, pregnancy, veteran status, sexual orientation, gender identity, genetic information or any other protected characteristic under applicable law. This policy relates to all phases of employment, including, but not limited to, recruiting, employment, placement, promotion, transfer, demotion, reduction of workforce and termination, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all company-sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by Grace Place where appropriate.

Employees and applicants shall not be subjected to harassment, intimidation, or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing, or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; or (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

The above-mentioned policies shall be periodically brought to the attention of supervisors and shall be appropriately administered. It is the responsibility of each supervisor at Grace Place to

ensure affirmative implementation of these policies to avoid any discrimination in employment. All employees are expected to recognize these policies and cooperate with their implementation. Violation of these policies could be considered a disciplinary offense.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.