

The Women's Home Job Description

Title of Position: Grant Compliance Specialist

Reports to: Director of Grants and Database Management

Also Works with: Chief Program Officer

Status: Exempt

Salary Range: \$45,000-\$55,000

Position Summary: The Grant Compliant Specialist will be responsible for providing oversight to ensure compliance with all guidelines related to city, state, federal, and foundation grant regulations. This position will be responsible for conducting analysis, completing post award services, and understand and follow OMB Uniform Guidance. In addition, the Grant Compliant Specialist will also serve as a resource for The Women's Home staff of grant funded programs for fiscal and programmatic compliance matters.

Duties:

- Work closely with the Director of Grants and Database Management to ensure compliance of all grants.
- Work closely with Chief Program officer and management team to ensure ongoing compliance with requirements, appropriate expenditures of grant monies and effective grant project management.
- Maintains a system for tracking awarded grant administrative actions (i.e. receipt of notice of grant awards, processing of contracts, MOU's, and agreements, and insure reports are generated by the awarded departments and submitted on time).
- Establish and maintain electronic and hard copy files for each grant-funded project to be used for tracking and reporting purposes.
- Ensure monitoring procedures are compliant with federal and other applicable regulations and are consistent with sound business practices.
- Provide guidance in interpreting and executing applicable regulations, award terms and conditions.
- Liaison with program staff and collaborative partners to collect and aggregate performance data for grant reporting.
- Develop and modify agency policies/procedures/systems in accordance with government regulations and organizational needs and objectives.
- Prepare and/or review information and reports for internal and external stakeholders.
- Assist in preparations for external monitoring visits, reviews, and audits, and cross-site evaluations and participate as appropriate.
- Reviews proposals and awards/contracts to identify and track deliverables for progress and compliance to expectations.
- Reviews grant contracts to insure they are in line with the initial grant proposal and prepares contract for necessary signatures.
- Conduct routine compliance reviews of grant programs.
- Attend Fund Development team meetings regularly and attend Program Team meetings as requested.
- Other duties as assigned

Qualifications:

- Bachelor's degree, required
- Applicable experience in nonprofit governance, administration, grants management and compliance
- Minimum 2 years of experience in federal grant management including procurement and sub-recipient monitoring
- Experience with Department of Housing and Urban Development (HUD) and/or Texas Commission on Health and Human Services (HHSC) funding preferred
- Working knowledge of federal/state grant and contract funding mechanisms.
- Relevant technical knowledge and skills related to accounting and financial management and procurement systems.
- Good research, data management, and statistical analysis skills
- Detail oriented with excellent verbal, written and interpersonal skills
- Microsoft Office Applications, proficiency in Excel and Word
- Flexibility and adaptability as the position grows and changes
- Ability to work as a team member with a variety of people.
- Person in this position must be able to sit and stand for long periods; use a computer keyboard and monitor for long periods; and be able to lift and carry 20 lbs.