**Job Title:** Grants Manager **Status:** Full-Time/Exempt

**Department:** Development  **Hours:** M-F; 9:00am – 5:00pm

**Reports to:** Chief Operations Officer  **Updated:** April 9, 2025

**Job Summary:**

Oversee all government, foundation, and corporate grants from date awarded to close-out. Serve as a primary liaison to funder's grant oversight staff. Will build and refine systems to ensure that the grant management process is effective and deadline oriented. Will work closely with the Finance team to complete all financial grant requirements including tracking invoices and payments, providing budgetary guidance and analysis, and monitoring delivery requirements to our funders.

**Duties and Responsibilities:**

* Review contract/grant mandates and expectations (reporting templates and deadlines, restrictions, licensing, etc.) with appropriate internal departments upon receipt of awards
* Ensure compliance with funder requirements by tracking deliverables, expenditures, receivables, and terms and conditions.
* Manage deadlines through maintenance of agency contract/funder grant calendars and action lists/timelines.
* Communicate progress towards contract/grant completion to program directors.
* Compile, review, and submit all contract/grant report documents in a timely manner; collaborate with internal Finance team to ensure accuracy of budget reports.
* Work with internal program directors and Finance team to review vouchers/invoices and ensure timely and accurate submissions.
* Have a broad view of how contracts/grants fit together, funding cycles, and any anticipated gaps in funding.

Create and maintain city and state web application profiles (PASSPort, HHS Accelerator, Grants Gateway, VendRep, CMS, etc.) and qualification statuses.

Maintain contractual records and documentation including executed agreements, reports, payments, subcontracts, forms, and correspondence.

* Coordinate and participate in site visits and audits; manage grant audits, prepare and respond to audit reports (rebuttals, corrective action plans, etc.); work with Finance team to comply with annual agency audit as needed.
* Attend and/or coordinate contract/grant mandated meetings, conferences, trainings, and workshops.
* Contribute to the development of grant proposals, reports and renewals, collaborate with the Development department and other staff/consultants as needed.
* Participate in at least two professional development activities each calendar year.
* Other duties as assigned by Chief Operations Officer

**Qualifications and Skills:**

* Bachelor's degree
* Excellent written and oral communication skills
* Ability to prioritize, multi-task, and meet deadlines
* Highly organized and detail-oriented
* Strong problem-solving and critical thinking skills
* Ability to establish and implement procedures and policies for grant administration
* Comfortable working in a fast-paced environment, handling multiple projects and interfacing with a diverse range of internal staff and external entities
* 2-5 years of grant management experience preferred; demonstrated experience collaborating across teams, including Finance a plus
* High proficiency with Microsoft Office Suit (Word, Excel, Outlook, PowerPoint) and comfortable with navigating web portals online (SmartSimple, Fluxx, Salesforce)

**Salary:** $75,000.00

*CHCF offers a comprehensive employee benefits package.*

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