



Job Description

Position Title: Grants Manager

Position Type: 40 hours per week

Job Description:

The grants manager will work within our organization to identify new sources of funding, and develop sustainable and effective grants programs. Duties for the grants manager will include managing overall grant efforts, documenting payments and expenditures, optimizing the grant administration process, preparing progress reports, ensuring compliance with grant regulations, reviewing grant proposals, managing grant databases, engaging with donor agencies, educating staff on policies, and preparing financial reports. The grants manager will aid our organization in serving the public by securing continuous funding, improving business opportunities through effective funding programs, and executing meaningful projects.

The Grants Manager is responsible for the management, validation, and analysis of data from electronic records and compatible software platforms. He/she is required to create, manage or update dashboards, and provide written and verbal reports about data trends. This position will rotate between Woodland, Davis and West Sacramento.

Reports To: Executive Director, Associate Director

Pay: \$25 – \$30 DOE (\$.50 bilingual incentive) + benefits

Grants Management Duties & Responsibilities:

1. *Prepare and submit financial reports:* Prepare financial reports required by funding sources and the board of directors on a monthly, quarterly, semi-annual, and annual basis.
2. *Budget monitoring:* Reviews expenses, validates, and tracks balances on a bimonthly, monthly, and quarterly basis. Reviews check requests versus budget, and submits to Finance Manager for approval and processing.
3. *Qualitative Reporting:* Prepare narrative reports as requested by federal funders, state funders, and the Executive Director. Prepares data for CalOES PMT, Progress Reports, and other reports as requested. Coordinates with the Director of Development for annual reports and other presentations materials.
4. *Quantitative Reporting:* Generate reports via electronic systems including Osnum, ad hoc, and population data reports – operational and clinical.

5. *Applications and budgeting*: Prepares and executes grant applications with approval of the Executive Director. Aids Executive Director with grant writing, agency-wide budgeting, and agency goals and objectives.
6. *Manages client service data interface*: Provides technical support and training to staff and management, works with software technicians to improve performance monitoring, updates features, validates data reports relating to clients served, services received and quality improvement.
7. *CALOES Compliance*: Reviews CalOES Subrecipient Handbook annually to determine changes needed to Internal Controls or Procurement Policies.

Financial Responsibilities:

1. Responsible for the financial obligation for all funding contracts, including monthly, quarterly and annual reports, and special compliance requirements.
2. Works with the ED, CFO and Internal Committee in preparation of various budgets
3. Submits budget revisions as needed.
4. Advise department heads regarding fund appropriation balances.

Human Resources Duties & Responsibilities:

1. *Manages time and labor interface*: Manages time and labor requests by employees and management including timesheet changes, processing of corrective and final checks. Caters user access to employees and departments specific to funding available to their position.
2. *New employee onboarding and benefits management*: Facilitates new employee onboarding, benefits enrollment, and maintains employee files.
3. *Time & labor*: Reviews approved timesheets for accuracy and grant allocations.

Supervisory Responsibilities: The Grants Manager will oversee program implementation and staff development upon request.

Qualifications and Requirements:

The ideal candidate for this role should have superior organizational skills, great leadership qualities, and exceptional budgeting and monitoring skills. The grants manager should re-enforce relationships with donors, ensure that grant programs operate efficiently, streamline grant administration, and keep our organization fiscally sound.

- Methodical and strategic thinking.
- Good communication skills.
- Project management skills.
- Excellent organizational skills.
- Budgeting and accounting experience.
- Computer literacy.
- Knowledge of auditing policies.
- Knowledge of donor agencies.

- Strong writing skills
- Bilingual/Bicultural preferred.
- Must have the ability to work under conditions requiring flexibility and team member response to crisis.
- Peer counseling certification in the areas of domestic violence and sexual assault as described in California Evidence Code sections 1035.2 and 1037.1 within 6 months of hire.
- Effective communication skills including writing (especially written procedures and grant reports), public speaking, active listening skills, and conflict resolution/mediation skills.
- Provide copy of valid California driver license, have reliable transportation, and submit current proof of vehicle insurance.
- Must be comfortable and confident working and interacting with law enforcement.
- High degree of sensitivity to and respect for diversity and cultural issues involved in working with clients of varying ethnicities and income.
- High tolerance and respect for homeless survival strategies while promoting ever-increasing healthier choices.

AGENCY DESCRIPTION

Mission Statement:

Empower Yolo's mission is to promote safe, healthy, and resilient communities.

Empower Yolo's purpose is to provide:

- (a) Twenty-four hour crisis intervention, emergency shelter, confidential counseling, training, legal assistance, and other services for individuals and families affected by domestic violence, sexual assault, stalking, human trafficking, and child abuse;
- (b) Resource centers for community services to improve the health, social, educational and economic outcomes of Yolo County residents; and
- (c) Community outreach and educational programs about available resources to promote health, stability, and self-sufficiency for individuals and families.

All services are to be provided in a manner that appreciates, enhances, and utilizes the strengths of Empower Yolo's clients and honors their cultural practices and traditions.

Application Process

Please submit a cover letter, current resume and three references to:

Executive Director

Empower Yolo

175 Walnut Street

Woodland, CA 95695

Or email: lynette@empoweryolo.org

Application deadline: Open until filled

EMPOWER YOLO is an equal opportunity employer and does not discriminate in regard to race, age, cultural or religious background, disability, gender, gender identity/expression, or sexual orientation. All qualified candidates of all backgrounds are encouraged to apply.

