



Title
Full-Time Position

Organization:	Maggie's Place
Job Title:	Manager of Grant Compliance
Department:	Development/Administration
Reports To:	CEO
Location:	Family Success Center, 4001 N. 30th St., Phoenix, AZ 85016

Position Description

Job Purpose:

This position works with Finance and department staff to ensure accurate, timely efficient and transparent process for the entire grant life cycle – from proposal to close.

Responsibilities:

- Pre-award management, tracking payments, reviewing, and producing relevant reports, monitoring grant activity, post-award management and records retention.
- Monitor funded projects to prevent over-expenditure of funds, ineligible expenditures and ensure awards are fully expended.
- Review and approve grant reimbursement requests prior to submittal to granting agencies.
- Prepare required reports of grant activity for State and Federal authorities, other grant-funding sources, internal and external stakeholders.
- Assist in grant applications and submittal process.
- Review grant contracts and correspondence with granting agencies.
- Responsible for maintaining all grant agreements and MOUs pertaining to grant awards.
- Serve as the primary inhouse administrator for the grant management system (GrantHub) and provide training to staff related to grant administration and organizational policies.
- Develop and modify policies/procedures/systems in accordance with government regulations and organizational needs and objectives.
- Establish and maintain electronic and hard copy files for each grant-funded project to be used for tracking and reporting purposes.
- Conduct routine compliance reviews of grant programs.
- Annually update registration in System of Award Management (SAM) to manage federal grant funds awarded.
- Assist department heads in developing and preparing grant budgets, both for grant applications and reporting and for the annual budget cycle.
- Manage public participation and public involvement requirements for all grant funding. Assist in preparations for external monitoring visits, reviews, and audits, and participate as appropriate.
- Perform other duties or projects of similar nature and level as assigned.

Education/Experience:

- Bachelor's degree
- Minimum of 4 years' experience with federal grants
- Minimum of 2 years' finance and/or accounting experience
- Previous supervisory experience required
- Knowledge of Microsoft Office computer applications

Qualifications:

- Write succinctly and effectively, including preparation of grant applications.
- Complete work assignments efficiently, accurately and within established time frames, working independently and cooperatively.
- Listen to and communicate effectively with management and staff with varying professional backgrounds, being able to communicate complex information in layman's terms; both verbal and written communication skills required.
- Strong project management and time management skills; highly organized and detail oriented.
- Ability to adapt to a changing work volume while maintaining high quality standards.
- Good research, data management, and statistical analysis skills.

Additional Requirements:

- Must possess or have regular access to a reliable vehicle on a regular basis.
- Must possess a valid Arizona driver license and active auto insurance.
- Must be able to comply and meet the national and state criminal background check, national sex offender registry, level one fingerprint clearance card, and a Motor Vehicle Records check as required by Maggie's Place.
- Ability to lift 30 lbs is required.

Work Environment

- **On-Site** at the Family Success Center

Employee Printed Name: _____

Employee Signature : _____

Date: _____