



JOB DESCRIPTION:

GRANTS AND CONTRACTS MANAGER

Motivated by opportunities for community impact — and fueled by increasing partnerships with external funders — CVCF is experiencing a growing workload in programmatic grantmaking, contracting, and reporting. CVCF currently manages 39 funds for designated projects, with project management responsibility spread across nine staff leads. In the past year, CVCF has received 45 grants from institutional funders and issued 107 grants from discretionary fund sources.

PURPOSE OF ROLE

- In constant coordination with staff colleagues, the Grants and Contracts Manager implements CVCF's systems to ensure proper budgeting, meaningful budget oversight, consistent contracting with grant-funded consultants and partners, and timely reporting, focused on programs and projects funded by incoming grants and discretionary internal sources.
- An integral member of the Impact division and the larger CVCF staff team, the Grants and Contracts Manager collaborates across the organization, and supervises the Programs Associate, who specializes in processing programmatic transactions and operating CVCF's scholarship programs.

AREAS OF RESPONSIBILITY

Internal System Design and Operation

- Design and maintain project management systems that provide clarity and reliability for staff colleagues, external partners, and auditors, incorporating CVCF's existing accounting, database, file storage, and workflow solutions.
- Utilize such systems to track the following (not an exclusive list):
 - Reporting deadlines for grants received
 - Expected report dates and other milestones for grants issued
 - Contractor agreements, terms, milestones, and expiring certifications
 - Financial reports for grant-funded projects
 - Regular budget reporting for internal colleagues and board committees
- Propose and develop appropriate staff trainings, both initially and ongoing.
- Participate in meetings with other staff organized to implement and improve CVCF business processes.

Project and Program Origination

- As directed and in partnership with other staff, co-lead grant intake meetings to ensure fund records are established consistent with grant and project purposes.
- Work with program staff leads to create and record project budgets that reflect funder expectations, planned project activities, and the CVCF chart of accounts.

- From project outset, ensure reliable and efficient financial reporting to funders by developing “crosswalks” between budgets and, if necessary, between accrual and cash accounting methods.
- Work with project managers and colleagues in Finance to officially close terminated projects.

Project and Program Management

- Create and share budget monitoring reports and projections on a regular basis and as directed, distributing them to appropriate staff and providing follow-up consultation.
- Draft and manage independent contractor agreements and grant agreements with external consultants, vendors, and grantee partners.
- Ensure proper recording of all future anticipated payment obligations when agreements are executed and as projects develop.
- Notify project managers of deadlines for reporting to funders, provide all financial and archival information necessary for report preparation, and review draft grant reports for accuracy when requested.
- Maintain grant reporting portal credentials, and upload report material in coordination with project managers.

Project and Program Operation

- Review and approve grant payments, ensuring proper fund and budget attribution.
- Review and approve invoices for processing, consulting CVCF records, staff colleagues, and external partners as appropriate, ensuring proper fund and budget attribution.
- As necessary to back up the Programs Associate, work with staff to ensure expense charges are allowable, allocable and reasonable, and follow up to ensure any errors are corrected.
- Provide backup when necessary to the Programs Associate to operate CVCF scholarship programs.

External Engagement

- Collaborate productively and professionally with grantees, vendors, funders, community members, donors, partner agencies and other stakeholders.
- Prepare agendas and agenda packets for meetings of the CVCF’s Program Review Committee (PRC). Ensure preparation of minutes, review for adequacy, and finalize drafts for adoption.
- Prepare and present items as assigned to the PRC, other committees, and board.
- Provide backup when necessary to the Programs Associate in obtaining PRC approval for project and program disbursements.

Growing Our Impact

- Assist in soliciting new funding to support CVCF’s programmatic work by providing information from current and past projects.
- Participate in the development of new programmatic initiatives when requested.
- Other duties as assigned, as part of the agile and hardworking CVCF team.

BEHAVIORS

- *Systems Thinking:* Faced with a specific problem, seeks not only to solve it, but to explore root causes, prevent recurrence, share knowledge, and make structural improvements
- *Attention to Detail:* Is satisfied only when the fine points are right
- *Accountability:* Holds themselves accountable for making decisions, managing resources efficiently, achieving and role-modelling CVCF values

- *Collaboration*: Builds and maintains effective relationships, with their team, colleagues, supervisors, and external partners and supporters. Values diversity, sees it as a source of competitive strength. Approachable, good listener, easy to talk to
- *Ambition*: Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages others to do the same
- *Integrity*: Honest, encourages openness and transparency

SKILLS AND ABILITIES

- Effective communication to ensure overall project targets and funder requirements are met
- Understanding of accounting concepts including the role of the general ledger and chart of accounts, the differences between accrual and cash methods, budgeting concepts, creating an audit trail, and operating internal controls
- High proficiency with spreadsheets in Excel
- Proficiency with email, word processing, and calendar software
- Ready ability to learn and integrate software specific to CVCF's business operations
- Ability to dress in a business professional manner
- Ability to solve problems and make procedural decisions
- Excellent use of spoken and written English
- Ability to efficiently reach meetings and events throughout the Fresno metropolitan area
- Commitment to upholding and advancing the values, mission, vision and policies of CVCF

WORKING EXPERIENCE

- At least 5 years of experience in program management and administration, financial management, award contractual compliance, sub-award management, and tracking project performance and costs via specific funding streams.
- Demonstrated ability to manage record-keeping systems as well as working relationships under changing conditions and sometimes tight deadlines.
- Demonstrated ability to present complicated material to internal colleagues, funders, board members, and other key stakeholders.

MANAGEMENT

- Reports to the Chief Operating Officer
- Directly supervises the Programs Associate

COMPENSATION

- Depends on experience
- Eligible for annual bonuses as determined by the board
- Opportunities for future increases based on performance, comparable salaries for the work and position, and available budget from program-driven funding source(s)
- Competitive benefits including 11 holidays, medical, dental, vision, life insurance, retirement plan contribution, flexible spending account, and employee assistance program

TO APPLY:

Send cover letter and resume to Elliott Balch, Chief Operating Officer, at Elliott@centralvalleycf.org. Please no telephone inquiries. The position is open until filled.

Candidates with diverse backgrounds and experiences are encouraged to apply.