



GRANTS & CONTRACTS MANAGER

PURPOSE OF ROLE

- In constant coordination with staff colleagues, the Grants and Contracts Manager provides oversight for CVCF systems which ensure proper budgeting, grant and contract compliance, and reporting from beginning to end.
- An integral member of the Impact division and the larger CVCF staff, the Grants and Contracts Manager collaborates across the organization, and may supervise staff specializing in transaction processing including grant intake, budget, and fund management responsibilities.

AREAS OF RESPONSIBILITY

Internal System Design and Operation

- Design and maintain project management systems that provide clarity and reliability for staff, 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 reporting requirements to funders for grant-funded projects
 - Regular budget reporting for internal colleagues and board committees
- Propose and develop staff training.
- 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 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.

Project and Program Management

- Create and share budget monitoring reports and projections on a regular basis.
- Draft and manage independent contractor agreements and grant agreements with external consultants, vendors, and grantee partners.
- 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.
- Review and approve grant payments and invoices, ensuring proper fund and budget attribution.
- Ensure program expense documentation satisfies applicable audit standards, which may vary by funding source.



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.

PROFESSIONAL CHARACTERISTICS

- **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
- **Meticulousness:** Draws satisfaction from perfection when the details matter
- **Accountability:** Holds themselves accountable for making decisions, managing resources efficiently, achieving and role-modelling CVCF values
- **Ambition:** Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages others to do the same
- **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
- **Integrity:** Honest, encourages openness and transparency

SKILLS AND ABILITIES

- Effective communication to ensure overall project targets and funder requirements are met
- Excellent tracking and managing of details in budgets, grants, and contracts
- Understanding of accounting concepts including the role of the general ledger and chart of accounts, the differences between accrual and cash methods, creating an audit trail, and operating internal controls
- High proficiency with spreadsheets in Excel
- Effective verbal and written communication skills
- Proficiency with email, word processing, and calendar software
- Ready ability to learn and integrate software specific to CVCF's business operations
- 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 accounting/financial and record-keeping systems, as well as human 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 Impact Officer
- Directly supervises the Program Associate

COMPENSATION

- Range - \$58,240 to \$81,536
- Eligible for annual bonuses as determined by the CVCF 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 Heather Brown, Chief Operating Officer, at heather@centralvalleycf.org. Please no telephone inquiries.

Candidates with diverse backgrounds and experiences are encouraged to apply.

The position is open until June 3, 2022.