

## ANEW: BUILDING BEYOND VIOLENCE AND ABUSE

### Job Description/Posting

<b>Title:</b> Government Grant Manager	<b>Department:</b> Administration
<b>Type:</b> Full-Time	<b>Reports To:</b> Chief Advancement Officer
<b>Classification:</b> Exempt	<b>Supervises:</b> N/A

#### Job Summary:

The Government Grant Manager is a member of Anew: Building Beyond Violence and Abuse's Administration department. This position is a pivotal role that helps ensure Anew's sustainability and growth. The Government Grant Manager collaborates with departments across the agency, giving you a broad understanding of our work and your role in accomplishing our mission.

Are you committed to confidentiality, with a strong work ethic and the ability to adjust in a changing environment?

Do you have a keen understanding of grant compliance obligations and support leadership and program staff in meeting those obligations?

Are you extremely detailed oriented and enjoy juggling multiple projects at once?

This position's responsibilities include, but are not limited to, managing federal and state government grants, including writing, completing reports, and coordinating government funded audits and site visits.

#### Duties & Responsibilities:

1. Responsible for full cycle grants management of specific government funders and funding sources.
2. Research, explore, identify and cultivate funding opportunities from state, federal, and local government agencies.
3. Establish and maintain positive relations with government funder representatives.
4. Maintain updated knowledge of government grant requirements, allowability and compliance expectations. Ensure compliance with funder requirements, policies and procedures.
5. Own government NOFO review process and coordinate completion of tasks required for successful response.
6. Write LOI's and grants in response to government grant opportunities.
7. Collaborate with Finance Director in the preparation of budgets, to include inputting budget data and narratives into budget forms for proposals and ensure that expenses are accurately reported and allocated per funding guidelines.
8. Partner with Finance Director to input financial data, gather support for, and submit financial reports adhering to timelines and expense allowability.

9. Monitoring spending of grants versus budget. Work with program managers and Finance Director to forecast grant spending. Propose amendments when necessary. Work with Finance Director to complete and submit amendments.
10. Assist Finance Director in compiling grant data as necessary for annual financial audit and single audit.
11. Review financial report submission from sub-recipients for accuracy and allowability. Approve and submit sub-recipient reports for payment.
12. Manage timely completion of grant reports and renewal applications.
13. Maintain a calendar for specific government grants including a continuously updated timeline for submissions, deadlines, status of proposals/applications, and reports.
14. Maintain government grant files and be audit ready.
15. Coordinate government funding site visits/audit and attend as appropriate.
16. Maintain positive relationships with program leadership to support grant reporting and proposal development.
17. Maintain knowledge of Infonet database and work with program leadership to run regular reports to complete funder required reporting.
18. Work with program staff to collect and report on previous and current year's outcome measures and achievements as required by funding sources.
19. Maintain government grant details in Grantseeker tracking software.
20. Keep Executive Director informed of grant application and reporting activity, awards and rejections.
21. Attend meetings and trainings in respect to government grants and funding.
22. Maintain knowledge of Anew and a personal commitment to its mission and goals.
23. Attend All Staff meetings and other meetings designated by the Executive Director.
24. Work with other Anew staff to maintain open communication and develop a team approach.
25. Other duties as assigned.

**Qualifications:**

- A minimum 3 years of government grants management experience with demonstrated success in securing and maintaining government funding. Must have demonstrated experience working with government contracts, grant proposals, and reporting processes
- Knowledge of best practices of grant preparation and administration
- Bachelor's degree in Non-profit Management, Business Administration, Project Management or a similar degree
- Grant management experience in a not-for-profit setting required. Gender-based violence or trauma focused organization experience preferred.
- Financial acumen sufficient to understand and assist with budgets, budgeting, financial reporting and government financial regulations
- 40-hour Domestic Violence Training in the State of Illinois preferred; if not, must be completed within one year
- Proficiency in Word, Excel, Outlook, Office 365, SharePoint, grants management software, and grant application platforms. Experience working in Amplifund strongly preferred.
- Experience working with Infonet strongly preferred
- Self-motivated, strong attention to detail, and highly organized

- Demonstrated ability to effectively manage time and multiple projects, and meet deadlines
- Excellent writing, technical, analytical, problem solving, conceptualizing, project management and research skills (grant writing sample will be requested)
- Ability to work remotely
- Ability to handle sensitive and confidential information with discretion
- Strong interpersonal skills
- Must have reliable transportation
- Must be able to operate general office equipment
- Must be able to stand/walk for periods of time and lift up to 25 pounds
- Ability to handle sensitive information in a confidential manner
- Ability to demonstrate the values of Anew

**Compensation and Benefits:**

The hiring range for this position is \$48,618 - \$60,772 for 40 hours/week. Anew offers benefits including: medical, dental, vision, life, short-term disability, long-term disability, 14 holidays and 20 PTO days. This position is also eligible to participate in our 403(b) Plan with 3% company matching and Aflac benefit plans.

If you are interested in applying for this position, please email your resume to [careers@anewdv.org](mailto:careers@anewdv.org).

Anew is an equal opportunity employer and values a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, genetic information, age, disability status, veteran status, or any other characteristic protected by law.

For more information about Anew: Building Beyond Violence and Abuse, please visit our website at [www.anewdv.org](http://www.anewdv.org).