



Director of Grants and Contract Compliance Job Description/Posting

Title: Director of Grants and Contract Compliance	Department: Administration
Type: Full-Time	Reports To: Chief Executive Officer
Classification: Exempt	Supervises: N/A

- Do you have strong writing skills and a keen understanding of how trauma impacts families?
- Are you extremely detailed oriented and enjoy juggling multiple projects at once?
- Do you enjoy checking off boxes on your to-do list and following the rules?

If the answer is **yes** and you have 3-5 years of government grants management experience in a nonprofit environment this might be the opportunity for you!

The **Director of Grants and Contract Compliance** is a member of Anew: Building Beyond Violence and Abuse’s Administration department. This incumbent will play a pivotal role ensuring Anew’s sustainably and growth. The Director of Grants and Contract Compliance collaborates with departments across the agency to complete grant reporting requirements. This position’s responsibilities include, but are not limited to, managing federal and state government grants, including contract compliance, fiscal and program reporting, writing narratives and coordinating audits and site visits.

This role requires a sound understanding of nonprofit finances, accounting, and government contract compliance. Strong organizational skills will be used to manage multiple competing deadlines and time-sensitive requests. Strong writing skills are used to build compelling narratives in grant applications.

- 14 paid holidays per year; 20 days of Paid Time Off (PTO) annually
- Flexible working schedule
- Medical (Substantial portion of insurance paid by Anew for single coverage)
- Dental (Paid 100% by Anew for single coverage)
- Vision
- Short-term, long-term disability and life insurance
- Employee assistance program
- 403(b) plan with 3% company match

- Aflac benefits
- Tuition reimbursement/professional development support
- Hybrid work schedule available.
- The hiring range for the position is \$70,364 - \$83,557 DOE (salaried 40-hour workweek)

Who are we?

Anew is a non-for-profit organization in the southern suburbs of Chicago, in Homewood, IL, for over forty years and provides caring and confidential help to victims of domestic violence. Our professional counselors and advocates understand the dynamics of domestic violence and help clients identify and choose options in their life situations. Our team is full of friendly and positive people who enjoy working together. You may be a great fit if you take the initiative and work independently, communicate well, and coordinate services as a team when needed. All services are free of charge for victims and are available in English and Spanish. For more information about Anew please visit our website: <https://anewdv.org/>.

What is the opportunity?

Under the leadership of the CEO, the Director of Grants and Contract Compliance's responsibilities focus on full cycle grants management of government funders and funding sources. More specifically the duties are as follows:

1. Manage government funding contracts/awards and maintain updated knowledge of grant requirements, allowability and compliance expectations. Ensure compliance with funder requirements, policies and procedures and communicate internally to agency leadership.
2. Research, explore, identify, and cultivate funding opportunities from state, federal, and local government agencies. Establish and maintain positive relations with government funder representatives.
3. Own government NOFO review process for new and renewal projects. Coordinate completion of tasks required for successful response. Communicate contract updates to CEO, CFO and CPO and coordinate any required actions.
4. Manage timely completion of fiscal and program grant reports. Collaborate with CFO in the preparation of budgets, and fiscal reporting for grant compliance and with the CPO or designated program lead staff in the preparation of programmatic grant reports.
5. Maintain filing systems for fiscal and programmatic grant records in both hardcopy (as per funder requirements) and electronic format. Ensure organization and accessibility of electronic grant records in SharePoint and donor software.
6. Monitor spending of grants versus budget. Work with program leaders and CFO to forecast grant spending. Propose amendments when necessary. Work with CFO to complete and submit amendments.
7. Assist CFO in compiling grant data as necessary for annual financial audit and single audit.
8. Review financial reporting and reimbursement submissions from sub-recipients for accuracy, allowability and adherence to grant agreements. Approve and submit sub-

- recipient reports for payment. Coordinate subrecipient monitoring and audit reviews of administrative and fiscal policies and procedures.
9. Maintain a calendar for specific government grants including a continuously updated timeline for submissions, deadlines, status of proposals/applications, and reports.
 10. Coordinate government funding site visits/audits and attend as appropriate. Support audit activities by responding to questions, gathering documentation, and closing of audit comments.
 11. Maintain positive relationships with program leadership to support grant reporting and proposal development. Work with program staff to collect and report on previous and current year's outcome measures and achievements as required by funding sources.
 12. Maintain knowledge of Infonet and other internal data sets and run regular reports to complete required program reporting. Monitor outcomes to stated grant projections, keep program leadership informed of progress toward outcomes and work with program leadership to resolve discrepancies in outcomes.
 13. Keep CEO informed of grant application and reporting activity, awards, and rejections.
 14. Attend meetings and trainings in respect to government grants and funding.
 15. Maintain knowledge of Anew and a personal commitment to its mission and goals.
 16. Attend All Staff meetings and other meetings designated by the CEO.
 17. Work with other Anew staff to maintain open communication and develop a team approach.
 18. Other duties as assigned.

Qualifications:

- A minimum of 3-5 years of government grants management experience in a non-profit setting with demonstrated success in securing and maintaining government funding.
- Bachelor's degree in Non-profit Management, Business Administration, Accounting, Project Management, or a similar degree.
- Gender-based violence or trauma-focused organization experience preferred.
- Experience with federal and state funding such as HUD, VOCA/VAWA and ICJIA preferred.
- Knowledge of best practices of grant preparation and administration
- Finance and accounting experience sufficient to assist CFO in grant budget creation, and complete fiscal reporting, allocations, and amendments.
- A thorough understanding of GAAP, such as debits and credits, cash versus accrual accounting, etc. are required.
- Strong computer skills; Proficiency in Word, Excel, Outlook, Office 365, SharePoint, grants management software, and grant application platforms. Experience working in Amplifund and Infonet strongly preferred.
- 40-hour Domestic Violence Training in the State of Illinois preferred; Will be provided by Anew, if needed.

Essential Skills and Abilities:

- 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
- Possess reliable means of transportation for hybrid work schedule.
- Can operate general office equipment.
- Ability to demonstrate the values of Anew.

Job Location:

Working a hybrid schedule with 2-3 on site days at our location in Homewood, IL. Occasional evening and weekend hours. Some travel in the community as needed.

Equal Opportunity Employer

Anew: Building Beyond Violence and Abuse 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, protected veteran status, or any other category protected by law.

Key words: Grants, Grants Management, Grant Manager, Grants Director, Government Funding, Government Grants, Grant Compliance, Grant Contracts, Grant Writer, Grant Accountant,