



Government Grants Project Manager 2024 Job Description

Scope and Position Responsibilities

The Grant Manager will provide additional leadership and management to support the growth of grant development and processes. The Grants Manager will work closely with the Senior Compliance Officer to build strong relationships with staff, grantees, and funders as well as managing and coordinating the day-to-day grant processing and administration.

Department: Government Services Department

Supervisor: Senior Compliance Officer

Direct Reports: 0

Indirect Reports: 0

Major Areas of Responsibility

- Manage and oversee the execution of grant processes, including ensuring accuracy, timeliness, and proper review and approval.
- Evaluate and track deliverables of each grant to ensure we are meeting the requirements as well as identifying any issues
- Coordinate the submission of grant reports to ensure they are accurate, complete, and meet the reporting requirements. Follow up to ensure report acceptance and timely payments.
- Oversee all deadlines and deliverables.

- Coordinate opportunities for additional funding and/or reimbursable funding opportunities. May assist in grant writing opportunities.
- Ensure compliance with federal, state, and local regulations in addition to institutional policies and sponsor terms and conditions.
- Monitoring and evaluation of programs and projects that are funded by grants. ● Develop and maintain master files on grants and paperwork connected to programs and projects funded by grants. Maintain the internal grant tracker.
Create and manage the Master Grant Calendar
- Other duties as assigned



Qualifications

- Bachelor degree in a related field or equivalent experience preferred, a minimum of 4 years experience in grant management
- Thorough understanding of local, state, and federal funding sources and the ability to identify maximization of funding
- Thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations
- Excellent written and verbal communication skills
- Excellent project management skills and ability to prioritize work and resources
- Ability to meet deadlines
- Ability to interpret financial data and analyze budgets and financial grant reports
- Professionalism and discretion of all information used for grants
- Deep passion for the CrossPurpose mission and values.

Hours, Compensation and Benefits

Hours: 40+ hours/week. 8:00 am - 5:00 pm M-F. This may involve some other hours for events.

Starting Salary: \$ \$62,000 - \$74,400 Annually (Manager II)

Vacation Days: 15 days per year, plus the office is closed Christmas Day - New Year's Day, and staff have limited duties

Sick Days: 6 days per year

Insurance Benefits: Health, dental, vision, worker's compensation, unemployment, short-term disability, long-term disability

These and other benefits are discussed in more detail in our Employee Handbook.

Employee

Date