

Position: Director of Contracts and Grants

Reports to: Chief Operating Officer

FLSA Status: Exempt

Full or Part-time: Full - time

Summary

The Director of Contracts and Grants is responsible for managing local, regional, statewide governmental grants and private contracts from initiation, monthly reporting, grant/contract compliance, through the close out process; maintaining a service-focused relationship with external program officers of funding organizations; coordinating the implementation of grant awards and ensure post-award compliance; and leading the process for compiling grant financial, in conjunction with the Finance Department, and non-financial data for the preparation of internal reports, compliance reports, and grant billings. He/She will provide financial and administrative advice and support services to designated program staff and senior staff in areas such as project development, implementation and monitoring throughout the life-cycle of contracts and grants.

The Contracts and Grants Administrator works as a member of the department's executive leadership team in decision making and implementation of organizational initiatives and represents the agency in discussions with current funders and the philanthropic sector.

In the conduct of his/her responsibilities, the Contracts and Grant Administrator must ensure that the work is carried in accordance with Continuum of Care (CoC) and Housing of Urban Development (HUD) standards, policies and procedures and ensure the effective and efficient stewardship of resources.

Primary Responsibilities

- Work as directed to support the HOPE Atlanta organization and team members.
- Assists program directors in identifying potential grants, other funding opportunities and preparing applications and proposals.
- Analyzes and prepares monthly grant reimbursement reports using the grant budget in an accurate and timely manner, including gathering supporting documentation for grant reimbursements and monthly reconciliations with the finance team.
- Manages grant project budget development with Chief Operating Officer and applicable Program/Finance teams and makes adjustments as requested, submitting amendments to the appropriate agency and following through on approvals.



- Manage grant compliant process to ensure that all funding requirements are met, and reports are being submitted to funders and track monthly deliverables.
- Develop and maintain annual grants and RFP calendar.
- Tracks funding cycles and submission guidelines to ensure that deadlines are met for renewal applications and proposals.
- Develops and maintains relationships with state, county, and federal agencies, other behavioral health providers, and payers.
- Assist with annual audit process and IRS 990 preparation.
- Creates forms and worksheets as needed to assist program teams with compliance.
- Supports the Program Directors and teams in coordination of the organization's monitoring visits.
- In collaboration with Director of Data, Outcomes, and Compliance, assist with the submission of the reports for the Continuum of Care (CoC) application, Annual Homeless Assessment Report (AHAR), and the Annual Performance Report (APR).
- Fulfills duties delegated by Chief Operating Officer.

Additional Responsibilities

- Participates in county, state and federal planning as required
- Assists in fund raising opportunities and participates in agency donor and community events

Knowledge, Skills and Abilities

Knowledge

- Strong leadership, organization, problem solving and critical thinking skills
- Understanding of federal and private grants
- Proposal development and research experience
- Proven experience in grant writing
- Extensive knowledge of the federal Notice of Funding Availability (NOFA) process
- Demonstrated knowledge of nonprofit finance and fund accounting

Skills

- Intermediate level in MS Office Suite (Excel, Word, Power Point)
- Proficiency in looking at data systems and extracting meaningful analysis from a data set
- Experience in utilizing a Homeless Information Management System (HMIS); Client Track experience preferred
- Experience with Government Contracts
- Excellent oral and written communication skills
- Excellent interpersonal skills, a collaborative approach and willingness to work as part of a cohesive team

Ability

- To evaluate systems and processes and implement a process improvement plan
- To communicate the agency's vision, mission and values



- To work independently and take initiative, manage multiple task, and meet aggressive deadlines
- To work flexible hours as work may be required on some evenings and weekends

Education and Experience

- Minimum of a Bachelor's degree from an accredited university or college, preferably in an administrative – related field, including but not limited to business or accounting or 5 years of experience in government grant management.
- At least three consecutive years of demonstrated professional experience developing and tracking project and financial budgets using Excel or other computerized systems. Previous NOFA and federal grant management experience preferred.
- Minimum of three-years of grant writing experience.