

Job Posting

March 11, 2020

POSITION

Director of Grants and Contracts

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

\$100,000 yr

REPORTS TO

VP Finance

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities: The Director will have a wide range of responsibilities related to grant and contract development and administration, including but not limited to contract execution, facilitating legal review of all contracts by RiseBoro's General Counsel, maintaining government agencies portals (HHS, Grants Gateway etc) portals, creating systems for tracking goals and data, ensuring compliance with contract requirements and deliverables, supervising the billing department and ensuring grants and contracts are audit ready. The Director of Grants and Contracts will report to the Vice President of Finance.

- *Grant and Contract Administration:* The Director will have primary responsibility for a wide range of contracts across diverse program areas and with different funders and agencies. These responsibilities include working with the RFP committee, grants & contracts execution, administering and maintaining access level on all government agency portals; providing oversight on the preparation of grants & contracts budgets, and maintaining up-to-date knowledge of contract requirements and ensure compliance with them. The Director will help prepare for grant-specific and program-wide audits.
- *Tracking Performance:* The Director will work closely with program Vice Presidents to develop systems to track contract performance and requirements, including deliverables, program costs, and target spending goals. The Director will ensure billings rates are accurate for our Homecare and Assisted Living Program Divisions. The Director will collaborate with the program Vice Presidents to identify performance challenges, and propose solutions to ensure contract deliverables and target spending goals are met.
- *Supervision:* The Director will oversee the billing team to ensure accurate and timely vouchering on all contracts. Monitor grant/contract activity against awarded funding levels to ensure funds are spent in a timely and appropriate manner
- *Reporting:* Develop and implement tools to ensure program and fiscal compliance in accordance with grant and contract requirements and in preparation for internal and external audits. Prepare management reports reflective of programmatic and fiscal

performance. Work closely with the IT Department to ensure data collection systems are effective to aggregate service delivery for the organization.

COMPETENCIES

- Minimum five (5) years grant and contract management experience, focused within a non-profit environment, preferably at an organization providing a comprehensive array of direct services in multiple program disciplines;
- Five (5) years of experience developing budgets, funder contract financial documents, and other organizational financial statements, and experience working with accounting staff developing financial budgets, statements and filings;
- Strong commitment to RiseBoro's mission;
- Experience obtaining and managing city, state, and federal funding;
- Intermediate to Advanced knowledge of Excel;
- Experience with data analytics;
- Excellent written and oral communication skills;
- Detail oriented;
- Strong problem-solving skills;
- Collaborative approach to leadership;
- Bachelor's degree required; Master's Degree preferred;
- Supervisory experience;
- Program development experience encompassing project conceptualization, proposal and grant writing, contract preparation, funder liaison, and administrative and fiscal control to ensure compliance and optimal deliverable and fiscal performance.

APPLICATION DEADLINE

Ongoing

SUBMIT COVER LETTER and RESUME TO

rbcareers@riseboro.org