



JOB DESCRIPTION

Job Title:	Grant Compliance Manager	FLSA status:	Exempt
Division/Unit:	Finance & Administration	Reports to:	VP of Finance & Administration
Location:	Richmond Headquarters	Travel Required:	Local
Salary Range:	\$55,000 – \$68,000	Position Type:	Full Time

Job Description

JOB PURPOSE:

Richmond Metropolitan Habitat for Humanity helps as many families as we can, but the lack of affordable, safe housing remains a critical problem in our area. We are committed to making affordable and safe housing a reality for low-income families. And with the help of donations, grants, volunteers, proceeds from our *ReStore*, and hard work from our home buyers, we’re making that dream possible for hundreds of residents in the Richmond Metropolitan area.

The Grant Compliance Manager is responsible for compliance with all grants, federal, state, local and private, ensuring Richmond Metropolitan Habitat for Humanity is compliant and meeting all deliverables, including monitoring of subrecipients and billing. This includes an understanding of federal regulations and ensuring Richmond Metropolitan Habitat for Humanity policies and activities comply with regulations. The candidate should have some previous Grant Management and Accounts Receivable experience. Nonprofit experience is a plus. This individual must be committed to Habitat’s mission.

This position is a key contributor to the Finance Team. The Grant Compliance Manager will coordinate a quarterly assessment of our Grants, performance and pipeline. The person in this role will oversee and manage all aspects of these grants, including meeting audit requirements of those grants.

ESSENTIAL JOB FUNCTIONS:

An individual must be able to perform each essential duty listed below at a satisfactory level:

- Grant Compliance
- Oversee approved funding contracts to ensure that documentation and reporting requirements are met prior to due dates
- Prepare and/or review information and reports for internal and external stakeholders
- Develop and modify policies/procedures/systems in accordance with government regulations and organizational needs and objectives
- Responsible for external monitoring visits, reviews, audits, and cross-site evaluations
- Main point of contact on A-133, Single Audit

Monitor Subawards

- Ensure subrecipient monitoring procedures are compliant with federal and other applicable regulations and are consistent with sound business practices.
- Monitor subrecipient compliance with federal regulations and the requirements of their subrecipient agreements through site visits, audits, and other mechanisms applicable to subrecipient monitoring. Recommend actions necessary to resolve issues/concerns

- Provide guidance in interpreting and executing applicable regulations and subrecipient award terms and conditions.

Grant Management-Other

- Facilitate regular meetings with fiduciary partners to ensure proper spend of all available funding
- Attend fiduciary governance, committee meetings, and workgroups as necessary
- Work with Program Managers to create program budgets
- Keep a schedule of grant renewal dates, reporting dates, and new grant due dates
- Maintain supporting schedules to support proper accounting treatment of grants
- Provide support for requests from Grant Writer for both grant applications and regular reporting
- Annual review and update of Grant Management Policies to ensure compliance with current regulations
- Annually update registration in System of Award Management (SAM) to manage federal grant funds awarded
- Perform other duties as assigned

KNOWLEDGE/SKILLS/ABILITIES:

- Belief in Habitat for Humanity’s global mission, principles and structure
- Ability to take initiative, plan, prioritize, organize and handle multiple tasks, meeting strict deadlines in a fast-paced environment
- Excellent interpersonal skills with the ability to communicate with integrity and authority
- Ability to use discretion when dealing with sensitive or confidential matters
- Ability to adapt to a changing work volume while maintaining high quality standards
- Superior problem resolution and analytical skills
- Strong organizational and verbal communication skills, and keen attention to detail. Strong writing skills are a plus
- Ability to work both independently and as part of a team

MINIMUM EDUCATION / EXPERIENCE REQUIREMENTS:

- Bachelor’s degree
- Minimum of 4 years’ experience with grants
- Minimum of 2 years’ finance and/or accounting experience
- Outstanding interpersonal skills with the ability to work with diverse groups required
- Demonstrated ability to manage multiple projects with set deadlines/guidelines
- High level of independent thinking and judgment, combined with solid logical and ethical reasoning
- High level of attention to detail and good organizational skills
- Knowledge of Microsoft Office computer applications, Advanced Excel

Last Updated By:	Marc Rene	Date/Time:	11-17-22
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