

## **HOUSE OF RUTH JOB DESCRIPTION GOVERNMENT GRANTS & COMPLIANCE ADMINSTRATOR**

**FUNCTION:** Under the direction of the Chief Financial Officer and in keeping with House of Ruth's mission, values, strategic plan and agency budget, the Government Grants & Compliance Administrator leads, coordinates, and executes all activities related to the procurement and administration of all government grants and contracts to ensure that House of Ruth programs that are supported by government funding adhere to stipulated regulations and compliance. Government grants are the major source of funding for the agency; this position requires independent judgment and decision-making abilities to obtain and steward these sources to sustain programming for the entire agency.

**SALARY STATUS:** Exempt

### **PRIMARY RESPONSIBILITIES:**

- ❖ Procure and manage government funding and contracts including:
  - Analyze and present/discuss the feasibility of new local, state, federal government funding for the agency in consultation with the CFO, Executive Director, Director of Programs and other appropriate staff members.
  - Prepare all government grant proposals: develop the budget and scope of work, compose narratives and letters, and compile all other documentation necessary to submit proposals on a timely manner.
  - Attend bidders conferences, hearings, orientations, and/or trainings when necessary.
  - Prepare all post-award documentation.
  - Review all agency contracts, prepare for their execution; upon receipt of contracts, meet with all appropriate program and administrative staff members that will implement new or renewed programming to provide all relevant grant information.
  - Coordinate all funder site visits/audits to ensure contract compliance, gather and disseminate audit documentation to staff members if necessary. Prepare responses that result from monitoring visit concerns.
  - Ensure that all documentation regarding grants administration activities such as the data base, staff tracking, functional timesheets, reporting requirements and preparation, compliance requirements and procedures, evaluation procedures and a grant renewal and report schedule are prepared and available to appropriate staff.
  
- ❖ Design and oversee systems for grants administration and compliance including:
  - Review contracts and recommend updates or revisions to the fiscal, personnel, and program policies based on the contract's compliance regulations.
  - Coordinate with Grants Analyst reporting requirements that will require revisions to the database or tracking documents once contract is implemented.
  - Collaborate with the Director of Programs and Apricot QC admin to ensure sufficient training and accurate tracking of client information and services they are receiving.
  - Assist the CFO with developing and overseeing the allocation of grant funds including review of personnel and operating expenditures within grant budgets.

- Coordinate with Staff Accountant and Grants Analyst to ensure that all grant funds are spent in accordance with the purpose of the grant.
  - Collaborate with the CFO, Grants Analyst and Staff Accountant regarding the development of budget modifications; prepare and submit grant modifications to funders.
  - Coordinate with Staff Accountant on all documentation for operating expenses (including purchasing backup documentation) and ensure functional time sheets are in place and audit-ready.
  - Consult with Director of Programs and CFO to develop recommendations for budget issues regarding allowable expenses or re-allocations of staff members that may be necessary to fulfill contract requirements for CFO's approval.
  - Prepare the monthly scope of work update and consult with the Director of Programs regarding the progress of contract goals and outcomes outlined in the scope of work, including any contract performance concerns and grant modification requirements.
- ❖ Oversee management of Apricot Database for the agency.
- ❖ **QUALIFICATIONS:**
- Bachelor's degree and at least five years experience in grant and program management in a nonprofit agency, fund accounting systems or equivalent experience desired. Experience in a domestic violence service agency preferred.
- ❖ **SKILLS, KNOWLEDGE, AND ABILITIES:**
- Excellent leadership skills
  - Excellent writing skills
  - Ability to establish and maintain effective internal control systems
  - Excellent analytical skills and capacity to meet strict timelines
  - Excellent organizational skills; attention to detail
  - Excellent communication skills
  - Knowledge of computers and database programs; Social Solutions (Apricot) database experience preferable
  - Ability to work as a team
  - Ability to represent the agency and communicate professionally with staff, government funders, other community entities, and the agency's Board of Directors.