JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Grants and Compliance Manager</th>
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<tbody>
<tr>
<td>Location:</td>
<td>Colorado Springs</td>
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<tr>
<td>Department:</td>
<td>10 - Administration</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Executive Director</td>
</tr>
<tr>
<td>Supervises:</td>
<td>None</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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</tbody>
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JOB SUMMARY

Under the supervision of the Executive Director the Grants and Compliance Manager is responsible for all phases of grant award management, including: involvement in proposal development; coordinating with contracted grant writers; submitting billings and grant reports in multiple grant award management systems; and documentation and financial tracking with accounting and programs teams. The GCM supports the Executive Director and Director of Programs to ensure The Place programs meet federal rules and regulations, as well as financial management requirements. The work environment is detail-oriented and self-directed, requiring the ability to be a team player and to exercise good judgment. Requires extensive computer skills with emphasis on Excel, Office, and financial software; working knowledge of accounting process (budgeting, general ledger maintenance, account reconciliation); understanding of grant requirements and ability to translate terms and conditions into billing and compliance procedures.

QUALIFICATIONS

- Two years of grant billing and/or management experience highly preferred
- Bachelor’s degree or equivalent in accounting or business focus or a demonstrated high level of Accounts Receivable experience
- Intermediate Microsoft Excel skills
- Excellent analytical, computational and mathematical abilities.
- Exceptional attention to detail and accuracy.
- High level of integrity and trustworthiness.
- Excellent written and oral communication skills.
- Ability to effectively collaborate across teams, peers and with external constituents.
- Must have dependable transportation plan to and from work.
- An understanding of trauma informed care, harm reduction, and positive youth development, or willingness to learn about these organizational philosophies that are key to The Place’s mission.
- Must be insurable as a driver on The Place’s auto liability policy in order to conduct business on behalf of the agency in approved personal vehicle.
• Must pass both federal and state background checks
• Must pass pre-employment TB screening.

JOB DUTIES

The job duties of this position are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional work functions and duties may be assigned.

• Integral coordination supporting proposal development of government grants
• Manage execution and filing of grant award/contract documents
• Develop, and maintain grant budgets
• Monitor budgets and program expenditures and communicate and advise program staff accordingly
• Maintain payment records, spreadsheets and other documentation for billing
• Prepare and file grant invoices and supporting documentation and submit in various systems
• Ensure grant-related disbursements are posting to correct GL and project accounts
• Assist in preparation of grant proposals within parameters of funder guidelines
• Research, propose, and contribute to process improvements
• Perform research on all grant issues and manage change requests
• Manage communications with grantors and staff
• Prepare and submit grant reports to various stakeholders (financial, match, expenditure)

Supervision of Volunteers
• Effectively supervises volunteers as assigned, providing examples, leadership, motivation and direction.

PROFESSIONAL PERFORMANCE

• Adhere to all Personnel Policies and Procedures for the Agency
• Maintain professional standards of performance, demeanor, and appearance at all times
• Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks.
• Performs all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the job and program
• Maintain an awareness of the agency’s mission and work to promote the positive individual and social change goals it embodies
• Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the youth we serve
• Act with honesty and integrity in all aspects of Agency business
• Actively strive to create and maintain a culturally aware, trauma informed and appropriate environment through respectful communication and interactions with diverse people
PHYSICAL REQUIREMENTS

- Employee frequently is required to sit. Employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and occasionally stoop, kneel, or crouch.
- Requires manual and finger dexterity and eye-hand coordination.
- Able to speak and write the English language in an understandable manner.
- Requires the ability to use department equipment, such as telephones, personal computers, adding machines, copiers, fax machines, etc. Position requires frequent use of computer and phone.
- Able to hear well enough to communicate with employees and others.
- Requires the ability to lift/carry up to 30 pounds using appropriate body mechanics.

ACKNOWLEDGEMENT

This job description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties and skills required of employees performing this job. Furthermore, this job description does not establish a contract of employment. The Place may change job descriptions at any time, with or without notice as service needs require.

I have read and understand this job description.

________________________________________  ________________________________
Employee Signature                        Date