



## Grants & Compliance Manager

Reports To:	VP of Development
Department:	Development
FLSA Classification:	Exempt
Salary:	\$90K-\$110K
Date Updated:	2/2024

## Job Description

### Summary/Objective

We are seeking an experienced and detail oriented Grants & Compliance Manager to join our team. This position will be responsible for managing the pre- and post-award application, monitoring, and reporting for all grants and contracts. This role will be key in supporting the pursuit of funding opportunities. The role will manage the implementation and maintenance of policies and systems that ensure compliance and controls. The position works closely with finance, development, and program staff to ensure accurate and timely reporting, efficient use of program funds, and transparent processes are in place for a grant's life cycle.

### Principle Duties and Responsibilities

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

- Forges and maintains effective professional relationships with top-level grant funders, corporate leaders, program officers and other key personnel.
- Aggressively identifies, qualifies, cultivates, solicits, and stewards a wide range of potential and current institutional funding partners, maintaining an active portfolio of 75-100 high value institutional donors and prospects.
- Works closely with program and finance staff to identify program funding needs and budgeting.
- Schedules and supports VP Development, CEO and Board on appropriate cultivation/solicitation visits.
- Actively collaborates with the leadership team, particularly program and finance, to lead the development and submission of all grant proposals.
- Provides leadership and oversight on grant compliance requirements and works with finance and programs to develop organizational practices and processes for documenting grant information and activities, including for audits.

- Writes and submits acknowledgement letters for successful grant submissions.
- Works closely with program staff and the leadership team to manage progress on project deliverables and ensures accurate programmatic reporting on grants and subawards.
- Works closely with finance, program/grant leads, and research team to ensure accurate financial reporting and procedural compliance on grants and sub-awards
- Leads weekly grants meetings outlining upcoming dates, spend down amounts and deadlines, grant opportunities, and process reminders and recommendations.
- Prepares status reports for Board and Leadership outlining grant activities and outcomes
- Willingly performs other duties as assigned

### **Supervisory Responsibilities**

- Oversees Grant Writer consultants as needed

### **Education & Experience**

- At least three to five years' experience with government grants administration, budgets, contracts, and/or compliance
- Proven track record of raising significant private and government grant revenue, personally soliciting \$100K+ foundation, government, and corporate grants
- Thorough knowledge of and demonstrated proficiency with Foundation Directory, Instrumentl, Raiser's Edge, Outlook, Word, Excel, PowerPoint, and other software tools.
- Highly effective verbal and written communication in English with a keen eye for detail and strengths-based perspective
- Well-organized and self-directed, while also operating as a team player
- Ability to work with tight deadlines

### **Physical Requirements**

- This position requires the ability to sit, bend, squat, stoop, and walk-up a flight of stairs and be able to safely lift 50 pounds and carry 20 pounds. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.
- Must have a valid Driver's License and ability to be insured by Company policy.
- Must clear background check for a Community Care Licensed facility, including physical, TB, and drug test.
- Must be 21 years of age or older.

## Work Environment

- Typical office environment. Based on business needs, your responsibilities may require offsite meetings, conferences, or training.

## Affirmative Action/EEO Statement

*Hanna is an equal-opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.*

## Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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Ready to Apply?

Send your resume and cover letter to: [jobs@hannacenter.org](mailto:jobs@hannacenter.org)