

WOMEN HELPING WOMEN: JOB DESCRIPTION

POSITION TITLE: Grants Outcome & Compliance Manager

FUNCTION: The Grants Compliance Manager is responsible for compliance with all grants, federal, state, local and private, ensuring Women Helping Women (WHW) is in compliance and meeting all deliverables. This includes an understanding of federal regulations and ensuring agency policies and activities comply with regulations. The Grants Compliance Manager works in close partnership with Development Director Chief Strategy Officer Chief Financial Officer.

- **QUALIFICATIONS:** 3+ years of experience in grants management, with Knowledge of state and federal grant process and related requirements. Demonstrated ability to manage multiple projects with set deadlines/guidelines. Ability to adapt to a changing work volume while maintaining high quality standards. High level of independent thinking and judgment, combined with solid logical and ethical reasoning. Good organizational skills with great attention to detail.

Computer literacy (MS Office, donor databases like Neon, email, etc.) required. Ability to handle confidential information discretely, and excellent interpersonal skills to work effectively with Board and Committee members, donors, volunteers and people of all levels in other organizations required.

RESPONSIBILITIES & EXPECTATIONS:

Grant Compliance

- Assist WHW to put in place measures to ensure that management and staff are provided with information and training they require in order to understand funder guidelines, compliance issues, statutory requirements and organizational policies and procedures.
- Develop and modify policies/procedures/systems in accordance with government regulations and organizational needs and objectives.
- Collaborate with leadership team, working closely with COO for intervention based grant compliance, to monitor the progress of grant projects to ensure successful implementation of activities in accordance with grant contract terms and agency policies
- Serve as the principal point of contact on grants compliance issues

Grant Monitoring

- Oversee approved funding contracts to ensure that documentation and reporting requirements are met prior to due dates.
- Take the lead in planning, implementing and monitoring timely award, grant or contract close-out, engaging both finance and program staff well in advance of closure deadlines

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- Prepare and/or review information and reports for internal and external stakeholders.
- Oversee grant performance to include monitoring meetings, progress reviews, evaluations and final reporting, project modifications such as budget adjustments and modifications of scope of work
- Build relationships and maintain regular communication with grant funder and facilitate regular meetings with fiduciary partners to ensure proper spend of all available funding.

Data & Outcomes Management

- Build strategic outcome management process at the Agency to bolster content in grant reports and case statements for grant applications
- Regularly compile and maintain outcome data on all impact efforts, grant projects and community indicators.
- Input and partner with team members on ensuring data and documents are housed, tracked and documented in Neon CRM
- Collaborate with Grants Manager to keep a schedule of grant renewal dates, reporting dates, and new grant due dates.
- Perform other duties as assigned.

Culture

- Actions model WHW Core Values: Survivor-Centric, Inclusion, Innovation, Empowerment, Collaboration and Confidentiality
- Promote teamwork and cohesiveness with WHW's positive work culture
- Exercise discretion when representing the Agency and maintain confidentiality in interactions within community as appropriate

ACCOUNTABILITY:	Development Director
HOURS:	Full Time
PAY BASIS:	Exempt, \$60-65k
BENEFITS:	As stated in the current Human Resources Policy Handbook

Women Helping Women believes in equity and inclusion and welcomes diversity of experience and expression at the agency in recruitment, hiring, training, compensation and promotion of diverse talent at the Agency. In other words, WHW is an equality and equity opportunity employer.

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