



**JOB TITLE:** Grants Coordinator

**DEPARTMENT:** Administration

**REPORT TO:** Administrative Director

**DIRECTLY SUPERVISES:** None

**FLSA:** Exempt

**SUMMARY:** The Grants Coordinator is responsible for helping to oversee and manage all financial processes and record-keeping of all grants received and sub-granted. The Grants Coordinator works closely with the Administrative Director, Accounting Coordinator, partner agencies, any other CAFTH financial representative to ensure accurate financial reporting and procedural compliance for all grants received and sub-granted.

**DUTIES AND RESPONSIBILITIES:**

* Ensure accurate, timely, efficient, and transparent processes for the grant life cycle. This entails award management, tracking payments, reviewing or producing relevant reports, monitoring, and post award management.
* Prepare reimbursement requests for funders and sub-recipients.
* Manage/track invoices and expenses related to all grant funds.
* In conjunction with the Administrative Director, act as CAFTH’s expert for all aspects of grant coordination, policies, systems, and documentation to ensure compliance, incorporate best practices, and ensure excellent controls of grant funds.
* Provide direct support to program staff and sub-recipients as it relates to grant administration, OMB circulars and compliance policies.
* Work with Administrative Director to interpret and translate applicable OMB regulations, polices, and procedures into operational policies as required.
* In conjunction with the Administrative Director, execute sub-grantee monitoring processes, including conducting assessments, collecting data, and discussing financial implications of issues, gaps, and outcomes with sub-grantees.
* Responsible for assisting with all audit(s) and act as the point person for annual audit for grant related matters. This includes all internal, external, and sub-award audits.
* Perform duties that are related to record-keeping/tracking.
* Ensure computer storage as well as hard copy files of all documents pertaining to each grant.
* Perform other related duties as assigned by management.

**SUPERVISORY RESPONSIBILITIES:**

* This job has no supervisory responsibilities.

**QUALIFICATIONS:**

* Bachelor’s Degree from a four-year college or university preferred or two years of related experience and/or training, or equivalent combination and experience.
* Certificates, Licenses and registrations required:
	+ Requires valid driver’s license with own personal transportation.
* Computer skills required: Microsoft Office (Word, Excel, PowerPoint, etc.)
* Other skills required:
	+ A minimum of three/five years of experience preferred in general office responsibilities and procedures.
	+ A minimum of three/five years preferred in successful bookkeeping experience
	+ Demonstrate knowledge of bookkeeping
	+ Type accurately, quickly, and neatly.
	+ Demonstrate proficiency with all types of correspondence, to include correct grammar.
	+ Ability to work well either alone or as part of a team.
	+ Must be able to articulate in all interpersonal interchanges.
	+ Must be able to communicate directly with heads of organizations and agencies by phone and/or correspondence.
	+ Attention to Detail—Able to follow-detailed procedures and ensure accuracy in documentation and data. Carefully monitor processes. Organize and maintain a system of records.

**COMPETENCIES:**

* **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
* **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
* **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
* **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
* **Cost Consciousness** - Works within approved budget; Develops and implements cost-saving measures; Contributes to profits and revenue; Conserves organizational resources.
* **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Response to requests for service and assistance; Meets commitments.
* **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
* **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
* **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
* **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
* **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.
* **Professionalism** - Tactfully approaches others; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
* **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
* **Quantity** - Meets productivity standards; Completes work in a timely manner; Strives to increase productivity; Works quickly.
* **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

*The above is intended to describe the general content of and requirements for the performance of this job.  It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements.  Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ACKNOWLEDGEMENT- CAFTH GRANTS COORDINATOR**

I have read the foregoing job description and understand the responsibilities of the job. I agree that I am able to perform the essential duties of this position.

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Employee Name Supervisor Name

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Employee Signature Supervisor Signature

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Date Signed Date Signed

March 2023