



## Job Description

**Position Title:** Grants Manager  
**Department:** Finance and Administration  
**Reports To:** Chief Financial Officer

**Position Summary:** To support the needs of CCWTN's programs and support operations through the management of grants administration, contract accounting, legal review, and grants receivables. Manage the stewardship plan for all donors who support CCWTN's mission.

### Financial Management

- Analyze and prepare monthly financial reports in an accurate and timely manner, including supporting documentation for grant reimbursements and monthly reconciliations
- Assist with gift entry, reporting, and donor correspondence using Blackbaud Raisers Edge
- Manage grants receivable and grants payable functions
- Prepare and submit Annual Performance Reports (APR) for all government funded projects
- Support the annual budgeting process in conjunction with the CFO
- Administer and review all financial plans, budgets, and track monthly progress against grant projects
- Support the Director of Housing and CFO in preparing for organization's monitoring visits, annual audit, and 990 filing.
- Implement and improve business policies and accounting practices
- Effectively communicate and present the critical financial matters to the CFO as prescribed
- Perform other duties as assigned

### Administration

- Work closely and transparently with all external partners, including funders, third-party vendors, and consultants
- Oversee administrative functions to ensure efficient and consistent operations

**Qualifications:** The ideal candidate will possess the following minimum qualifications:

- Bachelor's degree in accounting, business, management, or finance
- 5-7 years overall experience; ideally 6+ years of financial experience with non-profit organizations
- 3-5 years of experience with government funded housing programs (i.e. ESG, PSH, RRH, SSVF, etc)
- 3-5 year experience with non-profit development and budget management
- Possess a high degree of skill in organizational leadership, administrative, writing, and verbal communications.
- Excellent written and oral communication skills
- Working knowledge of the Blackbaud Raiser Edge platform, and Blackbaud FE-NXT or equivalent accounting system
- Proficiency in Microsoft Office (Word, Excel, Publisher, Outlook, PowerPoint, etc).
- Proficiency using HMIS systems

**Position Level:** Full Time (37.5 hours per week). Paid vacation, holidays, and personal time

**Updated:** 07/01/2020

**To apply:** Email resume and cover letter to [jobs.acc@acc.cdom.org](mailto:jobs.acc@acc.cdom.org)