



Grants and Compliance Manager Job Announcement
Applications Due: July 5, 2022
Start Date: August 2022

05-31-22

POSITION SUMMARY

The Asian Pacific Institute on Gender- Based Violence (API-GBV) has created a new position for a Grants and Compliance Manager. The Grants and Compliance Manager manages the pre- and post-award processes for government grants and provides oversight of contracts. This includes grant submission and administration policies, systems, and documentation to ensure compliance, develop and procure contracts with consultants, incorporate best practices, and ensure excellent controls. This position will primarily focus on national, federal and state grants and contracts related to those awards. The position works with finance, development, and program staff to ensure accurate, timely, efficient, and transparent processes are in place for a grant's life cycle.

This position is a full-time (40 hours per week), exempt position. Our main office operations are currently located in Oakland, California with other staff working from various locations within the US. This position can work remotely from outside the Bay Area while maintaining close communications to the team. Our ideal start date is August 15, 2022.

JOB RESPONSIBILITIES

Grant Research and Submission: (20%)

- Based on programmatic goals and priorities, this position identifies, assesses, and recommends potential government funding opportunities. (?)
- Actively collaborates with the leadership team, as well as program and finance teams on the development and submission of government grant proposals.
- Oversees the submission of pre-award grants in government online portals/systems.
- Coordinates the preparation and submission of federal grant applications, including, completion of certifications, compiling of materials, ensuring compliance with requirements.
- Reviews and approve grant award packets in consultation with senior staff.

- Oversees the preparation, modification, and submission of initially-awarded grants in government online portals/systems as needed.
- Prepares status reports (as needed) for the Executive Director and leadership team.

Grant Compliance & Reporting: (60%)

- Regularly monitors and communicates grant compliance.
- Develops organizational practices and processes, including templates and database, for documenting grant information and activities, as needed.
- Identifies and/or anticipates issues and proactively contributes to solutions, problem solving, and training to enhance overall grant data collection, reporting, program audits and impact assessment.
- Works closely with program staff and the leadership team to ensure accurate programmatic reporting on grants and sub-awards.
- Oversees the submission post-award grants in government online portals/systems.
- Provides support to program staff in uploading data 30 days prior to deadlines as they arise.
- Works with program staff to develop and maintain grant agreements and MOUs pertaining to grant awards.
- Works with program staff and finance staff to develop, procure and manage consultant contracts.
- Works closely with finance, program/grant leads, and leadership to ensure accurate financial reporting and procedural compliance on federal grants, sub-awards and consultant contracts; including internal controls and allowable and unallowable costs.
- Collaborates with finance staff to assure that budget-related expenditures and related reports are produced for timely submission.
- Manages accounts and login credentials for government online portals/systems, and ensures they are regularly updated and documented.

General Administrative Responsibilities: (20%)

- Provides TA to grantees in the areas of grants management, and compliance which will help build their internal organizational capacity.
- Actively participates in team meetings, workgroups, and organization-wide initiatives.
- Performs other such duties as assigned within the scope of the position and program description, as well as those reflective of their experience, education, and ability.

QUALIFICATIONS

- **Education and Experience**

- Three to five years' experience with government grant administration, budgets, contracts, and compliance.

- **Knowledge, Skills and Abilities**

An ideal candidate for this position will have experience in all aspects of federal grant oversight and administration. The work requires strong organizational skills as well as the ability to adapt to changing program requirements, budget complexity, and ambiguity. Must work both independently and also be able to collaborate with a diverse team and adapt to varied audiences. Bilingual/Multi-lingual (AAPI-ME/English) skills and knowledge of the AAPI/ME community will be an added bonus.

- Ability to navigate complexity deftly and with tact and diplomacy.
- Strong technical skills, analytical ability with operational focus.
- Organized and detail-oriented while still able to possess a “big picture” perspective.
- Superior project and time management skills. Keen attention to detail. Highly responsible and accountable. Proficiency in Microsoft Office programs, Adobe Suites and grantee database software and systems.

ORGANIZATIONAL RELATIONSHIPS

Reports to Director of Finance, and will work collaboratively with internal team members and external project partners.

Compensation: Starting salary \$79,310 per annum (based on 40 hrs per week/100% FTE). We provide an excellent benefits package including medical, dental, vision, basic life and disability insurance, 401K and paid vacation/health & wellness time.

Contact: Please send letter of interest, resume and the names and contact information of three (3) professional references in a **single PDF document** to HR@api-gbv.org by July 5, 2022.

Working Environment

API-GBV strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis)ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

Travel Requirements – Outside of the context of COVID-19, there may some travel required.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the

position. Job incumbents may be required to perform other functions not specifically addressed in this job description.