

Job Description: Grants and Compliance Manager

Status: Full-time

Salary: \$65-\$75,000 depending on experience

Location: Esperanza United's main office is located in Saint Paul, MN. This position may be located anywhere in the U.S. provided the candidate has experience working independently as part of a team and can successfully carry out duties remotely.

Reports to: Director of Operations

Position overview

The Grants and Compliance Manager manages the pre- and post-award processes for government grants and provides oversight of contracts. This includes managing grant submission and administration policies, systems, and documentation to ensure compliance, develop, and procure contracts with consultants; incorporating best practices, and ensuring excellent controls. This position will primarily focus on national, federal grants and contracts related to those awards. The position works closely with finance, development, and program staff to ensure accurate, timely, efficient, and transparent processes are in place for a grant's life cycle.

About us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide

Core responsibilities

- Identifies, assesses, and recommends potential government funding opportunities that align with Esperanza United's mission and strategic goals.
- Actively collaborates with the leadership team, as well as program and finance to lead the development and submission of government grant proposals.
- Works closely with program staff and the leadership team to manage progress on project deliverables and ensures accurate programmatic reporting on grants and sub-awards.
- Provides leadership and oversight on grant compliance requirements and develops organizational practices and processes for documenting grant information and activities, including for audits.
- Identifies and/or anticipates issues and proactively contributes to solutions. Problem-solves to enhance overall grant data collection, reporting, and impact assessment.



- Partners with staff to maintain information management systems that ensure the accuracy and integrity of an organizational-wide grants database.
- Oversees the submission of pre- and post-award grants in government online portals/systems.
- Provides report templates to program staff and directors 30 days prior to deadlines as they arise.
- Coordinates the preparation and submission of federal grant applications, including, completion of certifications, compiling of materials, ensuring compliance with requirements, and communicating with federal grants officials.
- Works with program staff to develop and maintain grant agreements and MOUs pertaining to grant awards.
- Provides leadership and supports the data gathering process to submit reports in a timely manner.
- Works closely with finance, program/grant leads, and leadership to ensure accurate financial reporting and procedural compliance on grants and sub-awards.
- Reviews and approves grant award packets in consultation with senior staff.
- Assists leadership with compliance projects for individual departments and the organization as a whole.
- Ensures the successful management of related contracts and contractors in consultation with the Finance Director, Project Directors, and the President & CEO.
- Provides expertise on grant compliance and interpretation of OMB Circulars and all applicable regulations, policies, and procedures in collaboration with finance staff. Interprets applicable regulations and translates into operational policies as required.
- Obtains an understanding of internal controls over the compliance requirements and related audit objectives, selected cost items, allowable and unallowable costs, and standard methodologies.
- Supports the capacity building of managers and others involved in grant management and implementation.
- Provides individualized training and technical support to grantees in the areas of organizational capacity building, grants management, and compliance.
- Works with finance staff to assure that grants are managed properly, federal dollars are spent in accordance with applicable laws and regulations, providing budget related expenditures and related reports.
- Prepares quarterly status reports for grant writing activity for the President & CEO and leadership team.
- Manages accounts and login credentials for government online portals/systems and ensures they are regularly updated and documented.
- Actively participates in team meetings, workgroups, and organization-wide initiatives, for example anti-racism efforts.

- Performs other duties as assigned within the scope of the position and program description, as well as those reflective of their experience, education, and ability.
- Applies new learnings, approaches, and practices to core position responsibilities and activities.

Qualifications

Education and experience

- Undergraduate degree in business, finance, accounting, public administration, or related field.
- At least three to five years experience with government grants administration, budgets, contracts, and/or compliance.
- Documented experience in ensuring that transactions are recorded in compliance with GAAP; OMB Circulars (A-110, A-122, and A-133); federal, state, and local regulations; and individual grant and contract requirements.

Skills and abilities

- Deep financial acumen, key financial and operational best practices.
- Technical skills, analytical ability, good judgment, strong operational focus, and high ethical standards.
- Well-organized and self-directed, while also operating as a team player.
- Robust problem-solving skills and collaborative ability to work with others to facilitate the grant process.
- Excellent project management skills.
- Highly effective verbal and written communication in English with a keen eye for detail and strengths-based perspective.
- A strong educator who is willing to share information and serve as a mentor.
- Highly organized and detail-oriented while still able to possess a “big picture” perspective.
- Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
- Ability to work with tight deadlines.
- Solid knowledge of and ability to use databases and in some cases train colleagues to use them.
- Proficiency in use of PC computers, Microsoft and Adobe Suites, and donor management software and systems, among others.
- Ability to relate to people at all levels of an organization and model behavior consistent with the Esperanza United’s vision, mission, and values.
- Bilingual (Spanish/English) and knowledge of the Latina community and gender-based violence issues preferred.

- Committed to a learning culture, including race equity/anti-racist practices.
- Open to new ideas, innovation, and possesses an entrepreneurial spirit.
- Adaptable, comfortable with emergence and working with some ambiguity.

Working environment

Esperanza United strives for a 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

There may be 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.

To apply

Send your cover letter, resume, and salary expectations to Human Resources at humanresources@esperanzaunited.org with the subject header, "Your Name Application – Grants and Compliance Manager."

We will consider applications on a rolling basis, with priority for those submitted by October 1, 2023. However, applications will be accepted until the position is filled.