



Director of Grants Management

Location:

Lawrenceville, NJ (on-site)

Position Type/Classification:

Full-Time/Exempt

Reporting to:

Chief Strategy & Innovation Officer

Compensation:

\$68,000-75,000/year

Organization Overview

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring, resources, and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help families experiencing homelessness advocate for themselves individually and collectively.

Job Summary/Objective:

HomeFront seeks a Director of Grants Management to coordinate all aspects of financial and performance reporting, organizational alignment, compliance, and site monitoring of awarded grants. HomeFront is awarded dozens of public and private grants annually. The Director of Grants Management will be responsible for fiscal and performance reporting and management, supporting HomeFront's federal, state, county and municipal, foundation, and corporate grants and loan funding obligations, as well as select private awards. The ideal candidate has demonstrated experience with non-profit grant reporting and accounting, pays strong attention to detail, and has a commitment to HomeFront's mission. The candidate also wants to work in a diverse, welcoming and collaborative atmosphere, where we place high value on service to and with clients, colleagues, volunteers, vendors, grantors, and donors.

The successful candidate will report to the Chief Strategy & Innovation Officer and will manage a Post-Award Grants Manager, with the possibility of additional staff depending on grant growth. This position will coordinate across departments, linking program staff, data, finance, and development in the successful management of grants.

Essential Job Functions/Responsibilities**Post-Award Grants Process Management**

- Ensure accurate and timely database of all grants and terms (amounts, performance period, reporting frequency, reporting expectations, expenses to date/remaining balances, etc.)
- Maintain and enhance financial and performance tracking system consistent with agency and funder audit standards for all public and private grants
- Ensure funder requirements are met on-time and accurately, including delivery of services, narrative and fiscal reports, and renewal applications.
- Develop and maintain familiarity with content, organization, and changes to HomeFront programs, services, and staffing to inform grant reporting content and timelines
- Work closely with funders and agency staff to clarify and ensure adherence to requirements, to process modifications and revisions, and to serve as liaison with funding agencies

- Coordinate post-award grant kick-off meetings with relevant internal stakeholders to ensure seamless implementation and delivery of services and reporting
- Manage timely closeout of awards and oversee records retention and destruction in collaboration with applicable staff
- Support and manage at least one direct report in fulfillment of post-awards grant management

Financial Management & Coordination

- In coordination with the Finance Team, prepare and submit accurate and on-time billing and reporting packages for grants, including timesheets and effort documentation as needed
- Ensure regular reconciliation of grant receipts and payments with accounting staff
- Maintain up-to-date records on spending and fund balances for weekly review with applicable program staff
- Manage payroll allocations used in grant budgets and review these regularly to ensure accuracy
- Develop and clarify complex budgets and financial reports

Reporting and Quality Assurance Coordination

- Plan, organize, and coordinate the performance and financial reporting for government and assigned private grants portfolio in collaboration with relevant stakeholders
- Proactively prepare narrative and financial reports to meet deadlines and ensure accuracy and appropriateness
- Gather information from across organization (Finance, Innovation & Evaluation, program staff, leadership, etc.) necessary to create accurate and comprehensive reporting
- Support program managers in preparing and managing site monitoring and file review
- Ensure alignment with funder rules, regulations, guidelines
- Support Grants/Development team in providing reporting information for applications and advising on new project proposals and budget preparation
- Work collaboratively with colleagues to resolve issues that arise

Required Experience and Education

- Bachelor's degree
- Four years' experience in post-award grants management and financial reporting in a nonprofit/human services or educational setting
- Proven experience in reviewing government grant/funding contracts and budgets and clarifying essentials to applicable staff
- Experience successfully managing and supporting staff members to help them achieve the effective and efficient performance of their roles and responsibilities
- Strong MS Office Suite skills
- Valid Driver's License and reliable transportation

Preferred Experience and Education

- Familiarity with norms and systems of human services fields
- Familiarity with New Jersey and Mercer County social services ecosystem
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Experience with grants management software

Schedule

This is primarily an on-site, daytime role within standard business hours (9am-5pm), but flexible scheduling to meet deadlines or other emergent needs may be necessary.

Physical Demands

- This job operates in an office setting using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend and lift files

Travel:

Minimal travel to meetings may be required

Remote Work Eligibility

- Eligible to Work Remotely in emergency conditions (e.g. inclement weather)
- May be eligible for occasional remote work after 6 months

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Duties, responsibilities and activities may be added or changed at any time.

Disclaimer

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.