



## Grants Manager

**Location:**

Lawrenceville, NJ

**Position Type/Classification:**

Full-Time/Exempt

**Reporting to:**

Controller

**Compensation:**

\$55,000-60,000/year

### **Organization Overview**

Since its inception 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County, New Jersey families. In the past year alone, families came to us over 50,000 times for shelter, food and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homeless, facing complex barriers to economic opportunity, or working hard to make ends meet.

Our work is best captured by our mission statement:

HomeFront's mission 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 work to give our clients the skills and opportunities to ensure adequate incomes, and we work to increase the availability of adequate, affordable housing. We help homeless families advocate for themselves individually and collectively.

### **Job Summary/Objective:**

HomeFront is currently seeking an individual with significant experience in grant tracking and billing to serve as Grants Manager. More than 25% of HomeFront's annual revenue is derived from several dozen grants from various sources. The Grants Manager will be responsible for day-to-day fiscal and performance reporting management supporting all of HomeFront's awarded federal, state, county and municipal, foundation and corporate grants and loan funding obligations as well as those of assigned private fund awards. The ideal candidate will be someone who has demonstrated accounting and non-profit grant reporting experience, pays strong attention to detail and has a heart for HomeFront's mission. This candidate will also be someone desiring work in a diverse, welcoming and, above all, collaborative atmosphere placing a high value on service to and with clients, colleagues, volunteers, vendors, grantors and donors alike.

### **Essential Job Functions/Responsibilities:**

- Provide a monitoring/tracking system for various government and corporate grants in order to ensure all requirements are met, including services to be provided, periodic reports are submitted on time, and renewal applications meet required deadlines.

- Under direction of the Controller, plan, organize and coordinate the performance and accounting/financial reporting for the organization's government and assigned private grants portfolio in collaboration with the agency's executive and development teams, the Director of Compliance and applicable program staff
- Become well versed in the details of awarded grant documents and requirements including timing, budgeting and reporting and works closely with grantors and agency staff to clarify and ensure adherence to requirements
- Maintain financial records of all grant funds consistent with agency and funder audit standards and prepares and/or develops internal budget templates and income/expenditure tracking tools for each post-award as needed
- Regularly reconcile grant receipts and payments with accounting staff
- Perform all required billings and reporting for government grants and assigned privately funded grants
- Provide weekly updates on spending and fund balances to applicable program staff
- Manage timely closeout of awards and oversee records retention and destruction in collaboration with applicable staff
- Manage payroll allocations used in grant budgets and review these regularly to ensure accuracy
- Review and advise on new project proposals and budget preparation
- Develop and clarify complex budgets and financial reports
- Handle all data and spreadsheet entries necessary and in any required formats and is responsible for accuracy of information
- Work collaboratively with colleagues to resolve issues that arise

#### **Required Competencies:**

- Excellent communication skills demonstrating professionalism and respectfulness both orally and in writing under all circumstances
- Proven experience in reviewing government grant/funding contracts and budgets and clarifying essentials to applicable staff
- Extremely close attention to detail both in written and fiscal reports and presentations
- Strong organizational skills
- Ability to work independently and in groups and think creatively with a let's-try-to-figure-this-out attitude
- Ability to prioritize tasks and work in a confidential setting

#### **Minimum Requirements:**

- Bachelor's degree with preferred major in finance, accounting, or business
- Two years' experience in post-award grants management and financial reporting, ideally in a nonprofit/human services or educational setting
- Strong MS Office Suite skills
- Valid Driver's License and reliable transportation

#### **Desired Qualifications:**

- Knowledge of Generally Accepted Accounting Principles (GAAP) is preferred but not required
- Experience with grantee management software, preferably Blackbaud

**Travel:**

Minimal travel to meetings may be required

**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

**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.*

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*Employee Name*

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*Employee Signature*

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*Date*