



## GOVERNMENT GRANTS MANAGER

### Job Description

#### GENERAL RESPONSIBILITIES

The Government Grants Manager is a member of the Finance Team. They are responsible for assisting the Director of Finance in researching, preparing, submitting, and managing grant budgets, monthly reports, quarterly reports, and Voucher Drawdowns that support agency goals and meet funder guidelines and criteria. They will assist in providing direction for programs funded by Federal, State, and local funds to the Program Director and Team Leads; and assist with overseeing the financial administration of these funds. They will assist Director of Data and Program Performance to ensure that upcoming deadlines and deliverables are completed within the stated time frames for all reporting for Government grants. They will also act as the liaison between the Finance Department and Data Management Department as it relates to these Government grants.

#### ESSENTIAL FINANCIAL TASKS -

- Assist with ensuring compliance with the rules and regulations administered by the grantor (Federal, State and Local); assist in special audits conducted by grantor.
- Assist in yearly Agency and A-133 audits conducted by independent auditor.
- Perform functions of financial administration and reporting to include, but not limited to preparation and/or assistance and timely submission of grant applications and reports, amendment/adjustment of associated budgets, coordination of budgeted funds, screening requests for expenditures and ensuring the timely application for reimbursement from the Federal, State and Local funders.
- Oversee Government grant processes and procedures are implemented according to the operational and financial needs of the organization.
- Serve as a liaison with Finance Director, Clinical Director and PSH Program Director (Federal grants) on issues regarding federal and state grants and grant budgets.
- Assist in evaluating, Identifying and developing strategies to optimize the grants administration process.
- Perform relevant research to identify whether we are maximizing the revenue we can receive from grant contracts.
- Monitor, input, and review Federal, State and City grant data in Federal, State and City Web platforms.
- Provide detailed reports and other paperwork and related documents to Director of Finance connected with grant-funded programs, and with respect to the organization's progress of those programs.
- Analyze previous budget trends and make recommendations for cost control and reduction; as well as the transfer of line items within government grants to ensure maximum utilization of funding.
- Perform other related work as required.



#### ESSENTIAL DATA TASKS -

- Coordinate with Director of Data and Program Performance to ensure that upcoming deadlines and deliverables are completed within the stated time frames.
- Coordinate with Program Director and Team Leaders on program reporting.
- Responsible for overseeing quarterly Data Quality completeness and submissions to All Chicago.
- Ensure Data completeness and timeliness standards are met.
- Oversee submission of Quarterly reports to IDHS.
- Coordinate and oversee submission of reports to the city DFSS.
- Coordinate and create required reports to foundations and other funders.
- Ensure Data in HMIS and PIMSY is complete and accurate.

#### KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of grant processes including accounting and financial reporting.
- Proficient in the use of financial management software to include spreadsheets and databases, required.
- Ability to interpret grant funding requirements, submissions, and budget projections; ability to interpret federal, state, and local government laws and regulations regarding grant administration; ability to review the work of others to ensure conformance to standards.
- Ability to communicate effectively across a broad spectrum of staff, both orally and in writing required.
- Ability to work independently and respond to deadlines.
- Demonstrated interest in the mission, vision and values of Renaissance Social Services.

#### EDUCATION AND EXPERIENCE

Bachelor's Degree (or 3-5 years of work experience with nonprofit governmental grant administration)

#### SALARY

Salary is commensurate with experience and based on agency salary scale.