



### **Position Description**

**Position:** Grants & Financial Compliance Manager

**Hours:** Position is a part-time contract (25-30 hours/week)

**Description:** The Grants & Finance Manager works as part of the development team. This person works closely with the organization's leadership team to help manage grant stewardship activities. Through research, identification, planning, budgeting, stewardship, compliance, and reporting activities, the Manager will submit proposals and manage awards in support of the library's mission and operating goals. This position is responsible for ensuring grant compliance, following the grantor's guidelines, liaising with the grantor, and evaluating the performance of grant portfolios and projects.

**Responsibilities:** Under the immediate supervision of the Executive Director, performs the following grants & financial compliance activities:

#### **Grant Development:**

- Manage and inform strategy to develop strong, expanding pipelines of grant-based donors for VLP operations, exhibits, programs, and initiatives.
- Track and monitor annual revenue goals for grants to provide financial updates and recommendations for annual budget development.
- Analyze grant funding trends to identify growing programs, opportunities for increased funding, and areas in need of greater development.
- Conduct internal and external research to identify funding opportunities with foundations, governmental agencies, corporate, and community-based funding organizations.
- Cultivate, manage, and maintain relationships with organizational funders and stakeholders through targeted and strategic outreach, interpretation, and stewardship.
- Develop grant-based opportunities with appropriate internal departments and teams.

#### **Grant Management:**

- Maintain Toolkit of VLP data and anecdotes for use in grants and by colleagues across organization operations.
- Coordinate project plans with appropriate internal departments and teams to ensure adequate reporting and compliance with guidelines.
- Write grant proposals, letters of interest/inquiry, concept papers, and related materials for proposal submissions that align with funder interests and VLP priorities.
- Prepare strategic program and project budgets with internal staff and approved by departmental leadership; ensuring each is aligned to internal needs and funder understanding.
- Manage progress of grant-funded programs and broker communication between funders and internal stakeholders.

- Conduct internal education to help VLP staff identify projects eligible for or requiring grant funding, how grant funding fits within the organizational budget, and how to develop project and program work plans that are grant-ready.
- Serve as needed as a VLP-wide resource for written communications and reporting, including funder requests, in-team, cross-departmental, and organizational projects.
- Create acknowledgements for grant awards and coordinate with Development and other VLP departments to ensure implementation.

**Financial Compliance:**

- Monitor application and reporting timelines and communicate them interdepartmentally to ensure we are meeting funder deadlines and requirements.
- Prepare and submit applications and reports in accordance with funder requirements and deadlines and provide guidance to VLP staff on necessary and/or useful evaluation strategies to grow reporting capacity and improve outcomes-based proposal writing.
- Work with VLP staff to ensure they are informed of the requirements of grant contracts and assist in advising on how best to navigate any necessary changes through communication with funders.
- Maintain and manage complete records and files in accordance with VLP’s grant-based donor policies, that includes funder and proposal information, contracts, paperwork and key documentation.

**Minimum Qualifications and Experience:**

- BA/BS degree in business, nonprofit financial management or accounting preferred.
- Two or more years of experience managing grants and nonprofit finances required.
- Experience managing grants from state, federal, and private entities.
- Knowledge of the basic concepts related to fundraising and grant management.
- Understanding of best practices and methods to achieve revenue goals, overall grant-based donor strategies, and effective communication of the mission.
- Proficiency in Office 365 and Quick Books Online.
- Excellent interpersonal and communication skills, both written and verbal.
- Ability to represent the organization in a professional and positive manner at all times.
- Excellent organizational and time management skills with strong attention to detail and deadlines, managing multiple projects, timelines, and teams effectively.
- Excellent initiative and ability to work independently as well as part of a team.
- Works effectively in a team environment and actively participates in joint problem solving; willingly collaborates with co-workers.
- Ability to adapt to a changing environment and remain flexible.

**Compensation:** \$30-\$35/hour

**COVID-19 Vaccination Requirement:**

Employees must be vaccinated against COVID-19.

Please submit cover letter, resume, and a 1–2 page writing sample (i.e. print clipping, press release, eBlast, website copy, etc.) to Annie Malone, Interim Executive Director, at [director@villagelearningplace.org](mailto:director@villagelearningplace.org).

Post-offer background check and fingerprinting required