

Job Description Position:

Coordinator Grant Writing & Compliance and Project Management

Reports to: CEO/Executive Director
Status: Consultant
Hours: Monday through Friday
Location: Hybrid; minimal travel required

ABOUT THE ROLE:

Coordinator Grants Compliance and Project Management oversees the financial management, compliance and reporting of all grant-funded programs within the organization, and tracks spending against grant agreements and vendor contracts. This role ensures the accurate and timely preparation of grant financial reports, maintains compliance with grant and contract requirements, and provides strategic financial support to program staff. The ideal candidate will have a strong background in accounting and financial management within the non-profit sector, project management experience, experience with Federal, Provincial, State grants, and experience managing single audits. The coordinator will work collaboratively with the Senior Leadership and Program Managers in all departments of GWRCCC.

ESSENTIAL JOB FUNCTIONS:

Grant Financial Management & Compliance [75% of time]

- Oversee and lead the financial management of all grants, including but not limited to grant budgeting, expenditure tracking, and grant financial reporting. This includes inbound grant revenue, as well as pass-through and sub-recipient expenditure funding, and eventually will also include SFI's outbound grant expenditure program for all pillars.
- Monitor and reconcile grant expenditures to ensure alignment with approved budgets, generally accepted accounting principles (GAAP), and compliance with grant terms from sponsors to meet invoicing requirements and procurement guidelines and restrictions.
- Prepare and submit accurate grant financial reports to align with and support written reports to US funders in accordance with their requirements.
- Collaborate with the accounting, CEO, GWRCCC budget and finance committee, including on funding, providing back up support as needed.
- Ensure compliance with all federal, state, and local regulations related to grant management.
- Maintain comprehensive and organized documentation for grants, including agreements, amendments, financial reports, and correspondence.
- Federal grant writing and reporting experience is required.

- Conduct regular compliance reviews and audits to ensure adherence to grant requirements and organizational policies.
- Assist with grant applications by providing the necessary financial data.
- Assist with the Negotiated Indirect Cost Rate Agreement (NICRA) effectively.
- Assist and Co-Manage online portals for grant applications and submissions (SAM, etc.).

Collaboration, Support, & Training [20% of time]

- Create, design, and implement policies, processes and procedures related to grant management and proposal development. These should adhere to requirements included in compliance supplements for US and Canadian grants.
- Advise program managers, Senior Leaders regarding negotiation of new grants, effective startups, and grant management issues.
- Work closely with program managers, and Senior Leaders to develop grant budgets and ensure the proper allocation of funds, including supporting allocation of staff time to fulfill grant obligation, including matching staff time.
- Provide financial analysis and reporting to support program planning and decision-making.
- Assist in the development and submission of grant proposals, including budget preparation and financial narratives.
- Train and support staff on grant management best practices and compliance requirements.
- Identify and participate in training on changes in grant regulations and accounting standards to stay current. Disseminate and train on relevant information to the team.

Other Duties [5% of time]

- Assist in preparing and coordinating the timely completion of the annual audit, 990 information return, and other financial filings.
- Assist with implementing applicable organizational-wide financial structure and process changes.
- Participate in special projects and perform other duties as assigned.

Other Administrative Responsibilities

- ♣ Submitting weekly, monthly progress reports
- ♣ Submitting project reports for various GWRCCC initiatives
- ♣ Conducting research
- ♣ Other duties as assigned.

Please submit resume, cover letter to antoinethompson@gwrccc.org

Deadline: May 1, 2025

GWRC is an equal opportunity employer.

www.gwrcc.org