Grant Compliance Specialist Job Description

**BASIC INFORMATION**

<table>
<thead>
<tr>
<th>FLSA Status</th>
<th>Exempt</th>
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<tbody>
<tr>
<td>Provisional Period</td>
<td>90 days</td>
</tr>
<tr>
<td>Job Title</td>
<td>Grant Compliance Specialist</td>
</tr>
<tr>
<td>Location</td>
<td>Remote</td>
</tr>
<tr>
<td>Funding Source</td>
<td>Grant Funded</td>
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<tr>
<td>Position Type</td>
<td>Full-time</td>
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<tr>
<td>Reports to</td>
<td>Quality Assurance Manager</td>
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<tr>
<td>Supervises</td>
<td>N/A</td>
</tr>
<tr>
<td>Shift</td>
<td>8am- 5pm cst</td>
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<tr>
<td>Salary/Hourly Rate</td>
<td>$30.03 - $33.37</td>
</tr>
</tbody>
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**GENERAL POSITION PURPOSE STATEMENT**

**Organizational Summary:**
StrongHearts Native Helpline is a safe, anonymous and confidential helpline for Native Americans and Alaska Natives affected by domestic, dating and sexual violence. By dialing 1-844-7NATIVE (1-844-762-8483), nationwide 24/7, callers can connect at no cost one-on-one with knowledgeable StrongHearts advocates who can provide lifesaving tools and immediate support to enable survivors to find safety and live lives free of abuse.

**JOB SUMMARY**

The Grant Compliance Specialist will provide analysis, post-award services, project management and oversight to ensure compliance with Federal and State regulations; guide grant-specific activities and requirements; and serve as a resource for staff of grant-funded programs.
Overall:

- Strong capability to work remotely, with proven experience effectively communicating and collaborating in a virtual environment.

Grant Compliance:

- Conduct thorough review of grant awards, terms, conditions and reporting requirements.
- Prepare, review and submit comprehensive, and accurate reports to grantors, providing detailed information on program activities, outcomes and other key performance indicators.
- Work closely with the leadership team to monitor all aspects of grant compliance, ensuring that activities align with the goals and objectives outlined in grant application.
- Carefully and critically review, analyze, monitor, and evaluate progress of active grant projects, plans, and reports.
- Provide ongoing support to staff, to assure progress, grant processing, and reporting.
- Monitor and assist grant teams to achieve project goals through appropriate program design modifications.
- Update awards, no-cost extensions, carry-over of funds, changes in key personnel, and other project modifications as needed.
- Ensure compliance with StrongHearts requirements regarding vendors, purchasing regulations, equipment inventory, and closing documents.
- Ensures proper monitoring and oversight controls are in place for Grants, Memorandums of Understanding, processes award documents, draft sub-agreements, and similar documents.
- The position will also include researching, identifying, and analyzing local, state, and federal funding opportunities; compiling program/project data; preparing and submitting grant applications, grant term extensions, grant agreements, and budget adjustments; monitoring the status of submissions; and providing required reporting to maintain compliance with all grant terms and city, state, and federal regulation.
- Work closely with internal teams and with client teams to ensure ongoing requirements are met timely, completely and accurately.
- Prepare and retain compliance documents.
- Conducts Internal audit of programs to ensure grant compliance.
- Assist in the grant writing process including occasional grant writing.
- Maintain meticulous documentation of all grant related activities, ensuring that records are organized and easily accessed.

Procurement:

- Oversee purchasing policy and ensure that purchases conform to applicable Federal law and standards of the OMB Uniform Guidance.
- Interface with stakeholders/user departments to provide sound advice and recommendations regarding procurement actions.
- Conduct Request for Proposal (RFP) processes, evaluate and present options for selection of contractors/subrecipients.
- Other duties as assigned.
*This description only includes essential functions of the job and does not imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instruction and to perform any other job-related duties requested by their supervisor or management*

**KNOWLEDGE AND SKILLS**

Must have Bachelor’s Degree in business, finance, non profit management, or related degree. Three (3) years related experience working in grant management or compliance, preferably in the context of domestic or sexual violence services. In depth knowledge of federal, state and private grant regulations compliance policies and reporting requirements. Strong organizational and project management skills with meticulous attention to detail. Excellent oral and written communication skills with the ability to convey complex information clearly. Ability to work in a remote, team-oriented environment while coordinating multiple projects and deadlines. Preferred experience in working with American Indian and Alaska Native Communities. Experience community-based domestic violence/victim assistance programs, human services, social services or related direct client services. Any equivalent combination of education and experience that will allow the applicant to satisfactorily perform the duties of the job may be considered.

**PHYSICAL AND SENSORY REQUIREMENT**

The responsibilities of this position require certain physical and sensory abilities, which must be performed with or without reasonable accommodation. Must be able to hear and speak clearly. Ability to use hands and fingers on a keyboard and use a mouse. Ability to clearly see and view the details of words, tables and images on a computer screen for long periods of time.

**BENEFITS**

StrongHearts offers the work life balance, opportunities for growth and the upward mobility you've been searching for! Benefits include employer paid health, dental, vision, and life insurance benefits that begin two full calendar months after your official start date. Benefits also include generous paid time off so you can spend more time with your family and enjoy a positive work life balance.

*StrongHearts is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status. StrongHearts is a drug-free workplace.*