



ANNOUNCEMENT: JOB OPENING

Grants and Contracts Specialist San Francisco, CA

Futures Without Violence is a national non-profit social change organization that works to end violence against women and children here in the United States and around the world. We are a team of educators, strategists, fundraisers, trainers and grassroots organizers who develop programs that change social norms, advance policy, and mobilize people to prevent and one day end violence in our homes, communities and nations. Our headquarters is located in a state of the art training center in San Francisco's Presidio with offices in Washington, D.C. and Boston.

POSITION SUMMARY:

Grants and Contracts Specialist operates under the direction of the CFO and Grants and Compliance Administrator, and in close collaboration with finance and program staff. The incumbent coordinates pre- and post-award grant management for foundation, state, and service contracts including timely submission of financial and progress reports, vendor contracts, and budget modification as well as ensure compliance with funding source administrative guidelines.

JOB RESPONSIBILITIES:

The functions of the Grants and Contracts Specialist for assigned portfolio include:

Pre Award

- Works with Directors/Program Directors in sponsored project proposal (new, non-competing, renewal/continual amendments) development and submission that includes budget development, compile and upload support documents and timely submission to sponsors
- Execution and monitoring of Subawards, Subaward Amendments, and Consulting Agreements.
- Coordinates active grant management ensuring timely submission of progress reports, request for sponsor approvals, no-cost extensions, and agency required rebudgeting.

Post Award

- Establish grants and accounts setup for all sponsored projects in financial system for effective expenditure tracking and reporting
- Maintain grants master list and various operational systems with account information
- Inform, track program and finance staff of new grant award and account information and reporting due dates
- Perform indirect cost and communication service center charge allocations for month-end close process
- Generate sponsored project and service contract invoices for reimbursement and perform federal cash drawdown
- Tracks, reviews, analyzes and reconciles grants-related activities to all financials and other related reports. Maintain information and documents in support of grant related revenues and expenditures to ensure compliance with applicable federal, state and other related regulations, statutes and General Accepted Accounting Principles (GAAP).



- Prepare and submit financial reports
- Manage grant terminations, amendments, and payment adjustments
- Build and maintain a working relationship with internal partners to ensure communication regarding grants is consistent, complete and informative
- Supports departments with departmental grant budget projections in collaboration with budget managers
- Keeps abreast of all regulatory compliance and other related requirements
- Review and execute vendor agreements and works with stakeholders on contractual and procurement processes
- Collaborate on new financial and/or operational tool evaluation and implementation
- Other duties as assigned that includes back up for payroll processing

EDUCATION, EXPERIENCE & SKILLS:

- A Bachelor's degree in accounting, finance, business or a related field desired
- A minimum of 5 years of grants management and contracting experience
- Knowledge of general accounting principles including reporting requirements and procedures related to federal, state and other related grants, cost accounting, and the Uniform Guidelines.
- Knowledge of budget preparation and administration, financial record keeping and reporting
- Ability to interpret contracts, requirements, policies and procedures relating to grants, applicable laws, rules, and regulations
- Ability to compile and analyze data and prepare summary status reports
- Strong analytical and problem-solving skills
- Excellent communication skills
- Strong financial management skills
- Ability to multi-task, prioritize appropriately
- Ability to work collaboratively with a wide variety of people, providers, and agencies
- Must demonstrate personal initiative as well as the ability to work well in a team
- Excellent command of office applications including databases, and Microsoft Office Suite (specifically Outlook, Excel and Word)
- Working knowledge of accounting software (e.g. Blackbaud) and university or nonprofit experience desirable

To apply, submit cover letter and resume to: Minjung Kwok, mkwok@futureswithoutviolence.org

Futures Without Violence is committed to providing equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ethnicity, gender, sexual orientation, gender identity, transgender status, marital or family status, veteran status, age, national origin, ancestry, religion, disability or medical condition, or any other basis protected by federal, state or local law.