



**Job Title: Grant Compliance Manager**

**Reports to: Chief Program Officer**

**Education Requirement: Bachelor's Degree or equivalent education and experience**

**Experience Required: Minimum of 3 years of program analysis and reporting**

**Position is: Exempt, Full-Time**

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**Job Summary:** Support all Families Forward programs with oversight and management of all program and services Grants. Ensure high-quality data entry, file compliance, and reporting. Manage grant budgets being proposed as part of applications, allocations and compliance, manage external audits and lead the process to provide regular monthly and quarterly agency-wide performance measures.

**Supervision / Evaluation:** N/A

**Essential Job Duties:**

**Administer and Manage Grants Compliance (40% of time spent)**

Responsible for overall management and compliance implementation of grants for all agency programs and services:

- Manage and develop administration policies, systems, and documentation to ensure compliance,
- Based on programmatic goals and priorities, this position identifies, assesses, and develops policies and procedures, eligibility criteria for grant compliance
- Leads monthly grants tracking meeting to help Program department management team and the agency wide leadership team to stay on track with goals, scope and grant spenddown rates
- Serves as in-house technical expert for Program department staff for any trouble shooting and technical assistance needed on contracts and grants.
- Organizes and leads grant kick-off meetings for relevant staff members
- Maintain grant reporting logs, scope of services and program eligibility spreadsheets
- Primary interface with vendors and/or responsible agencies, as needed
- Leading financial reconciliation processes in collaboration with Accounting team

**Data Quality and Reporting (10% of time spent)**

Actively monitor data content for third-party thresholds and for internal program goals at least monthly, providing feedback to agency and program staff to adjust data entry or program implementation

- Monthly reports and recommendations to program leaders on program measures
- Training and communication on any suggested process improvement
- Problem solving with all program teams
- Assist with data reporting, as needed

**Audit, Compliance and Grant Reporting (30% of time spent)**

Working with Accounting team to assign client families and allocate program staff time to specific grants to maximize grant performance. Proactively reviews grant requirements for tracking and reporting. Clearly communicate service goals by grant to program staff and monitor progress. Provide all required data for grant reporting at conclusion of each grant.

- Includes leadership role in government grant auditing process
- Includes identifying grants with specific reporting needs such as reimbursement grants or designated restrictions and requirements for number of clients served.

**Additional Qualifications:**

- Maintain Valid California Driver License and State Mandated Auto Insurance.

**Please send resume and cover letter to Marissa Hall, Director of Operations, at [mhall@families-forward.org](mailto:mhall@families-forward.org)**