



North East Community Center Position Description

Title: Grant and Contract Manager

Classification: Full-time, salaried, benefits-eligible

Hours: Exempt, general work hours 9:00am-5:00pm weekdays

Primary Role: The Grant and Contract Manager (GCM) is responsible for grant development, renewals, and overall contract management for a range of stakeholders. The GCM must have expert knowledge and experience of grant writing and contract management. Working cooperatively with the Executive Director and staff of the North East Community Center (NECC), this position will ensure the submission of grant applications, renewals, contract documents, and reports/claims with governmental and non-governmental organizations, and will ensure that communication with administrative and program staff regarding all grants and contracts is carried out in a prompt manner.

Responsibilities:

Leadership: The GCM will be the primary point person for the maintenance and organization of all information, actions, documents and needs for grant-related stakeholders associated with NECC. It is the responsibility of this position to 1) drive all grant writing applications and renewals, 2) ensure that all grant funder relationships are positively maintained, and 3) to communicate with the Executive Director and appropriate staff regarding funder needs as is appropriate to each's level of responsibility/authority. The implementation of these responsibilities will require regular and continuous communication with the Executive Director who, with input from the proper governance committee(s) and/or Board of Directors, provides decision-making for all grant applications, contract negotiations, and program activities, and is the signatory on all documents.

Grant Writing:

The core of NECC's funding is made up of governmental, foundation, and other grant-funded sources that drive the programs and services offered to the communities we serve. The GCM will:

- Create a grant development plan which includes strategies to maintain and grow our current funding from grant sources and then implement the plan to meet budgeted goals
- Identify where and when applications may be made which create no conflicts or competition for grant resources within the organization or externally with any key partners
- Ensure that all grant applications are following NECC grant development procedures for vetting, approval and implementation.
- Attends bidder's conferences and instructional webinars as required
- Create a grant application plan (NECC checklist/timeline) for each major grant and oversee the proper implementation of the plan
- Be familiar with and serve as point-person for grant portals or other similar funder systems or software required for grant applications (and reports/renewals if funded); ensure that all documents are provided and updated as needed
- Prepare and obtain letters of commitment or support from partners, collaborators and municipalities as needed
- Prepare all core content for grant applications in a timely manner and in advance of deadline sufficient to allow for final organizational review
- Work with Executive Director and Finance Director to develop budgets according to individual funders guidelines and NECC policies and procedures

- Provide grant acknowledgement letters to all funders; follow up with grant partners and supporters on outcome of application, if relevant

Contract Management:

- Develop an annual grant renewal deadline calendar for applications and reports and assist with collecting material from program supervisors for renewal applications and reports
- Maintain organizational documentation and files (soft and hard copy) of all grants applied for and received, including timeframes, deadlines and document needs
- Complete grant renewals according to the appropriate deadlines, allowing time for final review by the Executive Director and others as needed depending on the source and/or purpose
- Maintain positive relationships with and receive guidance from each funder's program officer
- Coordinates monitoring meetings with funders and program supervisors as required
- Work with the Administrative Director to gather all required documentation and submits payment requests according to the funders' various requirements and payment schedules

Other Duties:

- Communicate regularly with the Executive Director to discuss progress and resolve problems.
- Be familiar with NECC's range of programs and services in order to be able to communicate their substance and value to potential and existing funders
- Participate in required staff and team meetings
- Follow all NECC Policies & Procedures
- All other duties as assigned

Required Skills and Behaviors:

- Approaches work in an organized way, able to prioritize, and can communicate well in person, writing, and via necessary technologies
- Can work well with groups and independently
- Experience working with people from diverse ethnic, cultural and socioeconomic backgrounds
- Utilizes proactive thinking and problem-solving skills
- Ability to responsibly manage confidential and/or sensitive information.
- Strong interpersonal skills; ability to influence through written and verbal presentations
- Excellent writing and communication skills
- Flexible, adaptable and consistent
- Models NECC values at all times

Qualifications:

- 5 or more years of grant writing and contract management experience with a demonstrated record of success
- Coursework, training, and/or certifications relevant to the responsibilities outlined above
- Excellent project management skills with a proven ability to achieve results
- Proficiency in Microsoft Office products, most specifically Word and Excel
- Current driver's license
- Completes background check through central database and DMVR check.

Supervisor(s):

Christine Sergent, Executive Director

Effective: June 1, 2019

NECC is an Equal Opportunity Employer and Program Provider, and does not discriminate based on race, ethnicity, sex, sexual orientation, gender identity, age, national origin, political belief, marital status, veteran's status, or disability.