

United Way of Roanoke Valley

Job Title: Grant Manager
Department: Operations and Finance
Reports to: VP, Operations and Finance
Status: Non - Exempt
Date: May 2022

Organization: The mission of United Way of Roanoke Valley (UWRV) is to improve lives by mobilizing the caring power of people in our community. By leading important initiatives and making strategic investments, we work toward our goal of positively and sustainably changing community conditions.

For more information about United Way, please visit www.uwrv.org.

Summary: The Grant Manager will work closely with all team members having responsibilities for grant expenditures, as well as the Finance Manager. They will be charged with tracking invoices, monitoring program budgets, completing invoices and financial reports, and communicating with Directors, Coordinators, and Program Managers about their specific budgets. In addition, they will provide administrative oversight of the Emergency Food and Shelter Program and assist with writing grants.

The Grant Manager must believe and exemplify United Way of Roanoke Valley's mission, vision and values including exhibiting confidentiality when working with sensitive and personal information, and a sensitivity and respect for cultural diversity.

Commitment to equity, diversity & inclusion

We take the broadest possible view of diversity.

We value the visible and invisible qualities that make you who you are.

We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.

We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.

We strive to include diversity, equity, and inclusion practices at the center of our daily work.

We commit to using these practices for our business and our communities.

Cultural Competence: The Grant Manager adapts a lens of cultural competency that conveys empathy, support, and an understanding of the people they work with both internally and externally, engage with, and the people they serve. This competency helps to build trust and effective engagement, build stronger relationships, expand our organization's reach, and more effectively and respectfully engage with people regardless of background.

Core Competencies are characteristics that all employees are expected to exhibit as a member of the UWRV team. For complete details that include attributes and behaviors please see the United Way Core Competencies Checklist in the shared Human Resources Network Folder. These include:

- **Mission Focused:** The top priority is creating real social change that leads to better lives and healthier communities.

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- **Relationship Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Understands their role in growing and protecting the reputation and results of the organization, and thus, the greater network.

In addition, the Grants Manager should possess the following competencies:

- **Effective Communication:** Skilled and passionate communicators who articulate our message in a way that inspires other to act in service to the organization and community; and, promotes and sells ideas persuasively, in order to shape the opinions of key stakeholders and promote and project a positive image of the organization.
- **Adaptability and Change Management:** champion and facilitate change to ensure long-term community sustainability by adapting successfully to changing needs while maintaining positive relationships with internal and external constituents.
- **Cross-Functional Capability and Collaboration:** Effectively works cross-functionally using a team-oriented mindset and approach to collaborate for results based on knowledge of current conditions and future trends both internally and externally.
- **Operational Planning & Execution:** Is effective at collaborating cross-functionally to establish effect and efficient processes that align their team's priorities with the greater organizational goals, strategy and mission, and inspires and motivates internal and external stakeholders.
- **Financial Acumen:** The Grant Manager possesses and understanding of financial processes as they relate to grant management.
- **Creating Brand Experience:** Brings the United Way brand to life and enables everyone who interacts with United Way to experience the power of our mission. Recognizes and acts on the needs of external and internal customers.

Key Accountabilities include the following:

1. Oversee the job of invoicing, accounting, reporting, and other administrative functions to ensure successful execution of grant process in relation to fiscal management.
2. Monitor paperwork and other related documents connected with grant-funded programs.
3. Assist in maintaining records of all payments and receivables and prepare monthly records for all grant related activities.
4. Provide training to new staff on grants management and reporting requirements and fiscal policies and procedures.
5. Oversee administration of Emergency Food and Shelter Program.

Essential Duties and Responsibilities include the following:

1. Accounts Payable

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- Coordinate approval for all incoming invoices with Directors, Coordinators, and Program Managers as appropriate to ensure they are received by the Finance Manager for timely payment.
 - Assist Finance Manager in reconciling any questions on invoices and/or payments.
2. Invoicing for funds
 - Prepare invoice and backup documentation for submission to funding sources as appropriate.
 - Compare monthly and year-to-date amounts on invoices to program budget reports from accounting system.
 - Obtain approvals on prepared invoices from appropriate team members.
 - Submit invoices to funding sources in a timely manner.
 3. Budget Monitoring
 - Assist Directors, Coordinators, and Program Managers in monitoring budgets in order to foresee areas of concern regarding under or over spending by providing projections and forecasts monthly.
 - Assist VP, Operations and Finance in monitoring receipt of revenues.
 - Assist in identifying and correcting errors in coding of revenues and expenses.
 - Assist VP, Operations and Finance in closing out and balancing end of the year totals and carry over amounts.
 4. Grant Assistance
 - Compile information and documents needed for audit inquiries.
 - Understand and advise on grant requirements, such as insurance requirements, etc.
 - Serve as a resource on grant administration to team members as needed, including assistance with placing material orders, etc.
 - Assist with providing organizational information needed for team members writing grant proposals.
 - Ensure grants are set up and recorded in the accounting and donor databases.
 - Ensure cost-sharing requirements are fulfilled.
 - Participate in and contribute to process improvements.
 5. Emergency Food and Shelter Program
 - Monitor EFSP website for information regarding report deadlines, new funding releases, and any letters or notices related to funding
 - Schedule Quarterly EFSB Board Meetings in coordination with EFSB Board Chair
 - Ensure that processes related to funding requests are completed
 - Communicate with recipient organizations regarding funding requests, reporting deadlines, etc. as needed

Other duties as assigned.

Supervisory Responsibilities: None.

Ideal Qualities & Qualifications: The following are representative of the knowledge, skill and/or ability required to satisfactorily perform the essential job duties. Reasonable accommodations

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may be made to enable individuals with disabilities to perform the essential functions. The Grant Manager must have:

- An ability to comfortably deal with multiple interruptions on a continual basis, always maintaining a friendly interface with others.
- Collegial nature and collaborative style when working in a team dynamic.
- Natural and confident ability to explore and identify mutually beneficial solutions
- Highly effective written and verbal communicator.
- Strong computer skills in database management, word processing, spreadsheets, and graphs.
- High discretionary skills in maintaining confidentiality when working with sensitive and personal donor or program information.

Education and/or Experience: High School diploma required. Basic Accounting knowledge required. Degree in Business Administration, Human Services, or related field preferred. Experience in a non-profit organization highly desirable.

Language Skills: Ability to read, analyze and interpret budget and database reports. Ability to write reports and business correspondence. Ability to present information to and respond to questions from groups of diverse individuals. Ability to document and communicate fiscal information to a non-fiscal audience.

Computer and Analytic Skills: Requires advanced knowledge of MS office software and data base programs. Data analysis, forecasting and strategic planning skills are preferred.

Licenses/Certifications:

- Valid Virginia Driver's License

Other Skills: Sensitivity and respect for cultural diversity

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally required to stand walk and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Employee works in a normal office environment under moderate heat and noise levels with minimal in-the-field activities within the Roanoke Valley.

Travel may be necessary with this position, as well as, occasional evenings and Saturdays.

Statements in this Position Description are intended to describe the general nature of the work being performed. They are not intended to be a complete list of all responsibilities, duties and skills required for the position.

UWRV offers excellent benefits, a great work environment and is an equal opportunity employer.