



## CONTRACTS & GRANTS MANAGER

### JOB Description

Greenfield Office, 40 hours/week

**Organization Description:** NELCWIT's mission is to work within the community to build safety, justice, and dignity for all. We offer counseling, education/prevention, advocacy, shelter referrals, a supervised children's visitation program, and economic empowerment initiatives to survivors of domestic and sexual violence. As an antiracist, multicultural organization, NELCWIT also joins with and mobilizes other groups and individuals who are working to end domestic and sexual violence, ensure human rights, and create social change. NELCWIT is a 501(c)3 nonprofit organization. Direct service employees are members of the local SEIU.

**Job Summary:** This is a salaried exempt position scheduled for 40 hours per week, with occasional required weekend and evening hours for fund development activities. The Contracts & Grants Manager reports to the Co-Executive Director for Finance, Operations, and Administration. This position oversees all financial and compliance aspects of the agency's portfolio of grants, and interfaces with employees at all levels of the organization as well as contracted bookkeepers, funders, and vendors.

### Duties and Responsibilities

- Responsible for accurate and timely grant submissions, including drafting, reviewing, and revising proposals; developing and verifying budgets; assembling application packages; overseeing final submission according to funder requirements.
- Ensure timely, accurate reporting and full compliance with funder requirements for all funding sources, in coordination with bookkeeper(s).
- Manage and oversee the expenses that are billed to grants and ensure that monthly budget reconciliations are correct.
- With bookkeeper, prepare reports for management and board of directors to enable review and management of revenue goals and expenses.
- Prepare copies of all contracts and amendments for year-end auditor.
- Manage the enrollment of program and management staff for CommBuys, Virtual Gateway, and other online grant submission accounts.
- Maintain updated filing and organization of supporting documents for grant submissions including audits, tax forms, and org charts.
- Ensure staff and contractors are knowledgeable about relevant funder guidelines and NELCWIT procedures; respond to compliance questions; and provide training and guidance as needed.
- In coordination with bookkeeper, review expenditures against budgeted line items and flag areas of concern to discuss with program staff and management.
- Track and update project budgets as needed to reflect actual expenditures and changes in grant parameters or project activities. Keep internal and external stakeholders apprised of issues and changes.
- Organize and maintain accurate financial and contracting records, in coordination with bookkeeper.

- Establish and manage quality-control systems to ensure the accuracy and documentation of all financial transactions, in coordination with bookkeeper.
- Develop and submit funding proposals, in coordination with Co-Executive Directors and bookkeeper.
- Integrate new funding sources and reporting requirements into existing systems and processes.
- Take ownership of EmpowerDB database: Ensure that staff are trained on program data collection in EmpowerDB and elsewhere to support timely and accurate report submission. Coordinate with vendor to update and improve database as reporting requirements change.
- Establish and manage quality-control systems to ensure the accuracy and documentation of each financial transaction.
- In coordination with Office Manager and bookkeeper, manage purchasing and fixed and variable operating expenses in accordance with agency budget, including maintaining documentation and ensuring accurate bookkeeping and reporting.
- In coordination with Office Manager, ensure accuracy and appropriate coding and allocation of biweekly payroll. Ensure accurate record-keeping for grant reporting purposes.
- Maintain positive working relationships with all NELCWIT staff, project partners, and funders.
- Assist with audits and financial reviews.
- Actively take part in NELCWIT's anti-racism process, including regular meetings and timely completion of self-education including readings and agreed/assigned activities.
- Attend mandatory grant-related trainings.
- Perform other duties as assigned by Co-Executive Directors.

### **Qualifications**

- Demonstrated hands-on experience and success in grants management, preferably including state (MA) and/or federal grants.
- Demonstrated competence in the use of spreadsheet and database software to generate complex financial analysis and customized reporting.
- Demonstrated knowledge of compliance regulations; and generally accepted accounting, fiscal, and reporting principles.
- Demonstrated knowledge of effective grant management processes.
- Experience in business accounting, preferably in a non-profit organization.
- Experience and facility with databases, including building reports and troubleshooting.
- Ability to remain flexible to meet constantly changing and sometimes challenging demands.
- Ability to process, organize, and analyze large amounts of information accurately and quickly.
- Meticulous attention to detail.
- Exceptional verbal and written communication skills.
- Bachelor's Degree or higher, or equivalent experience.
- Initiative, exceptional organizational skills, good judgement and ability to work both independently and as part of a fast-paced team.
- Excellent relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Proficient with Microsoft Office applications, Google Suite, and Quickbooks.
- Integrity, credibility, and dedication to the mission of NELCWIT
- Commitment to anti-racism and to ending violence and promoting social change through actively fighting against racism, classism, homophobia, ableism, and all other forms of oppression.

**Other Requirements:**

- Bending, standing, and use of arms to move and file accounting documents as necessary.
- Ability to use office equipment safely, including printer, copier, scanner, toner/ink cartridges and others.
- Capacity to interact positively with people at public events and venues on behalf of the agency.
- Occasionally lifting packages 30 lbs. or under.
- Ability to concentrate on detailed tasks for a minimum of 2-hour duration.
- Ability to maintain a calm and courteous demeanor when communicating with the public, agency donors, vendors and constituents.

40 hours/week. Benefits include health, dental and 403b. Generous PTO. Competitive salary.

**PLEASE SUBMIT RESUME, COVER LETTER, AND THREE PROFESSIONAL REFERENCES, TO:**

[jobs@nelcwit.org](mailto:jobs@nelcwit.org)

Subject line: Contracts & Grants Manager Position

Or mail to:

Contracts & Grants Manager Hiring Committee  
NELCWIT  
PO Box 520  
Greenfield, MA 01302

**Position will remain open until filled.**

**NELCWIT is an equal opportunity provider and employer. People of color are encouraged to apply.  
AA/EOE/ADA.**