



## Grant Contract Manager

**Department:** Finance

**Location:** Boulder, CO

[START YOUR APPLICATION](#)

- Want to be a crucial part in creating and expanding innovative programs?
- Do you consider yourself to be an outgoing individual with strong organizational skills?
- Are you proactive and driven by deadlines?
- Ready to make an impact on your community and leave work feeling like you made a difference?
- Did you answer yes to any of these questions? If so, then Via Mobility may be the place for you.

### Working at Via has its Advantages

You will work with other dedicated professionals who share your passion for helping individuals in need. We offer:

- A fun and supportive environment
- A role with a lot of freedom and flexibility
- A role where you can interact and make a difference in a life
- Opportunities for growth within the organization
- Employee Discounts including Verizon Wireless, Boulder Rec Center and more

**The Grant Contract Manager** is a detail-oriented individual with strong relationship building and communications skills. This role is responsible for the research, writing and administration of agency grants, contracts, and reports including federal, state, local government, private businesses, municipalities, and other non-profits. The Grants and Contracts Manager is also responsible for tracking, managing and ensuring the fulfillment of grant contractual requirements, including writing and submitting required reports and attachments.

The starting pay range for this position is \$60,000 - \$70,000

Schedule: Monday-Friday 8:30 am to 5:00 pm

**Qualifications for the Grant Contract Manager:**

- Bachelor's degree in related field
- Minimum of three years' experience in grant writing and administration
- Experience working and writing for a non-profit organization and/or transportation agency preferred but not required
- Experience with program management helpful
- Experience with federal grants, specifically FTA grants strongly preferred but not required
- Exemplary writing, communication, and interpersonal skills
- Strong attention to detail, ability to meet tight deadlines and highly organized with the ability to implement systems and follow up processes, ability to compile and analyze data
- Ability to work independently and take initiative
- Advanced MS Word and Excel skills or equivalent software
- Experience with Sage Intacct, RouteMatch, Adobe Acrobat, DocuSign, and fundraising software preferred
- Familiarity with Americans with Disabilities Act (ADA) and Federal Transit Administration (FTA) regulations helpful

**Competitive Benefits for the Grant Contract Manager:**

- Paid Training! Paid Time-Off!
- Medical, Dental, Vision, Flexible Spending Account
- Employer paid Life & Disability Insurance
- 403b Retirement Plan
- Employee Assistance Program
- Access to Pet Insurance discounts
- Special employee only discounts
- Credit Union Memberships
- Public Service Loan Forgiveness (PSLF) Program
- Stability and longevity with a growing, sustainable, and innovative company

*Learn more about why we are a great place to work:*

<https://viacolorado.org/work-with-us/careers/employee-benefits/>

### **About Via Mobility Services**

We are a vibrant, accomplished nonprofit with a culture built on four key values – teamwork, honesty, integrity and a passion for helping others.

Via team members have a common goal: to provide our clients with mobility and transportation options that enhance a quality of life, self-sufficiency, and access to the community. Since 1979, Via has helped tens of thousands of seniors and people with disabilities live more independent lives. We also serve our community through volunteer driver training programs, disability awareness education and advocacy, human service collaborations and partnerships, community transit offerings and contracting capabilities.

Via Mobility is an Equal Employment Opportunity Employer (EEO)