



Job Title: Fiscal Sponsor and Grants Manager

Job Type: Full-time, Hybrid remote/office-based position with the candidate to be located in the greater Los Angeles, CA area.

Pay Range: \$75,000 - \$85,000

12 Months Limited-Term (Renewable)

### About the Greater LA Education Foundation

The [Greater Los Angeles Education Foundation](#) (GLA) is the philanthropic, knowledge, and action arm of the Los Angeles County Office of Education (LACOE). The mission of the organization is to advance equity and innovation in education across Los Angeles County. GLA engages diverse problem solvers to address the region's educational equity challenges and to create the opportunity for all students to reach their full potential, with a focus on the most marginalized students and families. GLA's vision is that all students in LA County have educational experiences that address their full needs and allow them to thrive in college, career, and life.

GLA is a small and dynamic team, all staff work across programs and projects. GLA offers a flexible work environment, with some in-person meetings and the opportunity to work from home.

### Opportunity

GLA seeks a full-time Fiscal Sponsorship and Grants Manager. The Fiscal Sponsorship and Grants Manager supports GLA's Chief Financial Officer (CFO) in all aspects of administering GLA's fiscal sponsorship program, scholarship, and grants programs, ensuring proper fiscal management, and maintaining the programs' excellent quality of services. This includes support for a broad range of pre- and post-award grant and financial management activities (GLA's portfolio includes all types of funding: government, foundation, contracts, gifts, etc.). Supporting GLA's growing fiscal sponsorship program, the Fiscal Sponsorship and Grants Manager provides services coordination, stewardship, and compliance for GLA's fiscal sponsorship clients. The Fiscal Sponsorship and Grants Manager is also responsible for the day-to-day financial operations and accounting activities of GLA's scholarship program. Areas of emphasis for this position include financial compliance, budgeting, reporting, and systems. **This is a newly created position, and we are looking for someone who is excited to help cover unmet needs, develop this role within a relatively new and growing organization, and evolve with the role.**

### Key Responsibilities

- Support the CFO to help manage a portfolio of fiscally sponsored projects, with responsibilities including stakeholder relations, grants management and financial management.
- Maintains updated accounts for each sponsored project, monitors expenses, and creates and saves necessary paperwork. Produces monthly reports for sponsored project stakeholders to review and correct and maintain the most up to date GLA financial records. Responds to all grant, donation, and account inquiries.
- Maintains regular communication with internal Program and Development team to ensure fidelity of implementation for grant funded projects.



- In partnership with the Program and Development team, supports financial evaluation and grant reporting for all required projects.
- Responsible for collecting, depositing, and processing checks; paying bills, and processing sponsorship expenses, and reimbursement requests. This includes reviewing invoices, tax documentation, and payment information for various vendors.
- Manages receipt and acknowledgement of donations and confirmation of donation details. Drafts donor acknowledgement letters for CFO and President to review.
- With oversight from the CFO, reviews and approves all expenses against sponsored projects for allowability, fund availability, and consistency with approved budgets and with sponsor policies and regulations.
- Assists CFO with the monthly reconciliation of GLA's financial accounts and tasks related to annual audit and financial reporting.
- Acts as the primary fiscal GLA liaison for the GLA scholarship program. Monitors GLA's scholarship program's accounting, budget, and audit controls and make recommendations as needed.
- Ensures that daily financial and accounting functions are in accordance with Generally Accepted Accounting Principles (GAAP) and all applicable regulatory requirements including those set forth by the Federal Accounting Standards Board, and legal rules and regulations for non-profit operations designated as IRS 501(C)(3) and 501(C)(4) organizations.
- Provide general administrative and office support for CFO as needed.

## Qualifications

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and Experience:** bachelor's degree in accounting or related field, or equivalent years of related work experience required. Fund/Grant accounting experience (especially government grant management experience) and/or work in a non-profit environment, highly preferred.
- **Education: Knowledge and Abilities:** Deep knowledge of GAAP/FASB standards, experiential knowledge of FAR, CFR and relevant OMB circulars and post-award sponsored project administration. Proven track record of maintaining effective internal controls and developing efficient financial policies and procedures. Demonstrated commitment to meeting the needs of internal and external partners.
- **Communication Skills:** Excellent interpersonal, written, and verbal communication skills are required.
- **Leadership Skills:** Ability to make well-reasoned decisions in the best interests of the organization for the present and future and the ability to work collaboratively with individuals from diverse backgrounds.



- **Technology Skills:** Internet competency and strong computer proficiency, including mastery of the Microsoft Office software suite and Intuit QuickBooks is required. Advanced proficiency with spreadsheets required. Knowledge of Raiser's Edge strongly preferred.
- **Project Management Skills:** Excellent organizational skills to maintain updated accounts and attention to detail.
- **Project Budget Management Skills:** Ability to oversee project budgets, prioritize work effectively and adjust to multiple demands, with consistent attention to timelines.
- **Judgment and Discretion:** Ability to use discretion and function independently. Must be able to recognize and appropriately convey the sensitive nature of any situation and possess the ability to keep all matters appropriately confidential.
- **Teamwork & General Skills:** Ability to work well independently and as team member. Ability to take initiative and follow tasks through to completion. At all times, demonstrates cooperative behavior with supervisors and coworkers.

### **Working Conditions**

- Requires the ability to sit and work at a desk for several hours at a time.
- Requires the ability to travel and attend meetings, presentations, and events outside the office, which may require occasional use of a motor vehicle for transportation to other locations.
- This position is required to be available to speak with clients and/or others while away from the office and/or with clients and/or others located in other time zones outside foundation business hours.
- Work may require occasional weekends and/or extended workday.
- Punctuality and satisfactory attendance are essential functions of the job.

Disclaimer: This description should not be construed to contain every function or responsibility that may be required to be performed by an incumbent in this job classification. This job description is intended to be general and will evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different or additional duties from time to time.

Interested, qualified persons are invited to submit a resume and cover letter to [info@greaterlaedfund.org](mailto:info@greaterlaedfund.org).