



PO Box 726 | Lake George, CO 80827

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POSITION ANNOUNCEMENT

Grants and Contracts (G&C) Manager

Pay range: \$26.50 - \$29.00 per hour / 40 hours per week

Open until filled

Work Location: Remote work / some travel required

At Coalitions and Collaboratives, Inc we offer meaningful and impactful work and the following benefits:

- 10 Paid holidays per year plus vacation and sick leave
- Company match to simple IRA
- Flexible work schedule options and remote-work options
- Career advancement & professional development Opportunities

OVERVIEW

Grants and Contracts (G&C) Manager is responsible for the overall contractual management of program sub-awards and subcontracts. This position serves as a subject-matter-expert in the areas of standard provisions and policies and procedures governing non-governmental and governmental contracts, awards, and grants, and serves as a liaison with other staff, as well as external partners, subawardees, agencies & auditors.

The successful applicant will have in-depth knowledge of subaward administration procedures and general accounting principles. They will also have excellent organizational, and interpersonal skills, strong verbal and written communication skills, experience providing a high level of customer service while operating in a busy environment. They will also have the capacity to meet deadlines, prioritize work, exercise sound judgment and discretion, understand and respond to the needs of a wide range of divergent interests, and work under pressure in a fast-paced environment.

RESPONSIBILITIES

Management of Grants and Awards (approximately 75% of the time)

- Oversee government grants, and submit accurate and timely reports as assigned.
- Performing risk assessments & desk audits
- Managing and monitoring of program expenses, payments and receipts
- Assist in review of proposals from potential sub-awardees
- Reviewing reimbursement requests for accuracy and compliance
- Subawardee guidance and compliance
- Ensuring that all contractual documents comply with terms of master contracts, rules and regulations.
- Reporting program progress and results

- Review and ensure completeness of pre-award due diligence and related required documentation
- Draft sub-award and sub-contract agreements or contracts, and modifications as required to reflect updates/changes in budgets, obligations, and reporting requirements.
- Maintain effective communications with sub-awardees to facilitate compliance
- Manage reimbursement requests
- Work closely with Accounting for timely payments and reporting
- Ensure proper close-out of awards, sub-awards and subcontracts
- Coordinate and maintain documentation for award compliance

Program Evaluation (approximately 20% of the time)

- Collaborate with staff, including the data manager, to ensure efficient and effective processes for data collection.
- Assist program management with effective communication of data with both internal and external stakeholders.
- Work with CEO or program director to monitor outcomes and incorporate this information into program planning.

Other Duties (approximately 5% of the time)

- Participate in trainings and outreach for subawardees and other stakeholders.

PREFERRED QUALIFICATIONS

- Possess a bachelor's degree and 1-2 years of relevant experience and/or training; or equivalent combination of education and experience
- Have prior experience with US Government procurement and/or subaward requirements (strongly preferred)
- Demonstrate familiarity with business enterprise systems and databases
- Dependability: able to work independently, submit accurate documentation, and seek guidance when needed
- Teamwork: establish collaborative relationships with staff and volunteers, provide leadership when appropriate
- Receptive: accept feedback, take ownership of responsibilities, and identify areas of growth
- Interpersonal Skills: communicate clearly, seek solutions, and demonstrate flexibility
- Integrity: keep sensitive information confidential and adhere to personnel policies
- Initiative: bring questions to supervisor and seek opportunities for further development
- Maintain current knowledge base by participating in educational or training opportunities, reading relevant publications, and maintaining professional networks

TO APPLY:

Interested individuals should submit the following (in pdf format):

1. **Letter of Application.** No more than three pages. Include statements describing your specific knowledge, skills and experience as they relate to this position (PDF file).
2. **Resume.** Should be a maximum of three pages and include at least three professional references (PDF file).
3. Please send application materials via email only. Please include Last Name_ **G&C Manager** App in the subject line. Email application materials to jane@cusp.ws. No phone calls please.

Interviews for high-ranking applicants will be scheduled on an individual basis. This position is open until filled. Review of applications will begin on March 23, 2022.