



**Status:** Exempt

**Pay Range:** \$65,000-73,000

**Reports to:** Chief Operating Officer

## **GRANTS AND COMPLIANCE MANAGER**

The Regional Taskforce on Homelessness (RTFH) is a non-profit organization and is the designated Continuum of Care (CoC) lead agency for the San Diego region. The 31-member CoC Advisory Board and the membership is an integrated array of stakeholders tasked with strategic planning and coordination of resources to strengthen our collective impact in addressing homelessness so that it will be rare, brief, and non-recurring. RTFH is the homeless policy expert and lead coordinator for the introduction of new models and implementation of best practices for the San Diego region. We provide essential data and insights on the issue of homelessness, informing policy and driving system design and performance. This includes managing the Homeless Management Information System (HMIS), conducting the annual Point-In-Time Count (PITC), and implementing the Coordinated Entry System (CES). Leveraging the comprehensive resources of the CoC, the vision of RTFH is to end homelessness in the San Diego region.

### **PURPOSE**

The RTFH Grants and Contracts manager will work with RTFH leadership to successfully serve as a team leader, overseeing the day-to-day grants management of a portfolio of federal, state, and local grants received by RTFH and for pass-through programs.

### **ESSENTIAL FUNCTIONS**

- Ensure RTFH is in compliance with all funder requirements as outlined in each grant agreement.
- Ensure subrecipients meet funding objectives and spending requirements based on the goals of the organization and the funding requirements.
- Maintain a grants calendar to ensure all reports and grant applications are completed and submitted on time.
- Oversee and manage Zoomgrants portal.
- Coordinates with the COO and other executive leadership staff to complete all components of grant submissions including proposal content, project design, evaluation plans, and budgets by deadlines.
- Serves as expert on grant compliance and interpretation of all applicable regulations, policies and procedures. Interpret applicable regulations and translate into operational policies and procedures as required.
- Manage staff and delegate tasks appropriately, providing ongoing training and support to staff as it relates to grants administration and organizational policies and procedures.
- Coordinates with leadership and compiles data for reports and ensures financial and programmatic deadlines are met, including ensuring sub-recipients are compliant with reporting requirements and submission of monthly reports.
- Review contract performance and work with agencies to resolve monitoring findings and concerns.
- Coordinate with the Accounting department on financial components pertaining to grants and contracts, such as reimbursements and closeout procedures for all RTFH grants to ensure that all eligible expenditures have been reimbursed.
- Coordinate with the Accounting department on the preparation reconciliation, and timely submission of cash requests to grantors, as well as the timely preparation, reconciliation, and processing of funding requests submitted by subcontractors, subrecipients, and vendors.
- Actively participates in planning processes to understand organizational and programmatic goals, data points required to determine goal attainment, how the data will be collected and tracked, who is
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responsible for tracking data and what reports must be delivered and when. Ensure purposeful data collection that aligns with the goals.

- Prepare written reports, both internal and external, regarding individual contracts; groups of similar contracts; contract policy and procedures; problem areas or changes in rules and regulations.
- Stay abreast of HUD CoC, CDBG, ESG, and State funding for homeless and housing regulations and requirements.

#### *Research and Analytics*

- Proven process in grants administration, including grants to support homeless and housing activities, contract approvals, grant agreements, sub-recipients, purchase orders, and payments for all administered grant programs.

#### *Other*

- Maintain confidentiality and privacy standards of service-partner protected health information and other applicable information and material in accordance with agency policies, and applicable regulations and laws, including HIPAA.
- Perform other duties as assigned or required

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### *Knowledge of:*

- Knowledge of principles of contract law and grants.
- Experience preparing and reviewing contracts and other legal documents for completeness, accuracy and compliance with regulations and procedures.
- OMB Uniform Guidance (2 CFR 200), the HUD HEARTH Act, the Code of Federal Register for the Continuum of Care Program (24 CFR 578).
- Experience managing cost reimbursable contracts, budgets and invoices and foundation grants, budgets and invoices.
- Knowledge of grant-based accounting, fund accounting and fiscal grants management of federal and non-federal funds.
- HUD's ESNAPs, SAGE, ELOCCS; ZoomGrants (grants management software) and Adobe.

#### *Excellent Skills in:*

- Writing grant proposals for community development projects or programs.
- Strong written, verbal, and presentation communication skills.
- Strong strategic, analytical, and critical thinking skills
- Strong leadership skills; ability to establish and maintain effective working relationships with all levels of the organization.
- Experience with policy and cost-benefit analysis, program evaluation, and research is an advantage.
- Demonstrated organizational skills and proven ability to work independently, manage multiple projects and priorities within a multi-disciplinary team environment, and be a problem solver.
- Microsoft Office programs including Excel and PowerPoint to present data, reports, and recommendations

#### *Ability to:*

- Establish and maintain effective relationships and work cooperatively with individuals, groups, and organizations that are diverse in mission, composition, function, capacity, and geographic location.



- Work independently and use self-evaluation to inform and guide actions. Must be self-motivated to produce quality results, learn concepts and skills necessary to work towards a goal. Ability to learn and adapt to change, and the ability to think critically and strategically.
- Must have good driving record and willing to use own, properly insured vehicle for the job
- Demonstrate patience and treat others with respect.

### **EDUCATION AND EXPERIENCE**

- *Qualifying education/experience:*
- Bachelor degree in business administration, public administration, research methods, behavioral/social science, public health, computer science/management information systems (MIS), management science, urban/city planning, or a field relevant to the position **and/or** five or more years of experience in performing the above duties. Combinations of education and experience will be taken under consideration and evaluated.

### **PHYSICAL DEMANDS**

- The physical demands here are representative of those 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; use hands to hold objects, writing instruments, the telephone, or files; and talk and hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand and walk.
- The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to chemicals such as cleaning supplies and office products. The noise level in the work environment is usually moderate. The temperature in the work environment is maintained at a reasonable level.
- Benefits package includes medical, dental, vision, and life insurance, SIMPLE IRA, and paid time off.
- Our organization offers a business casual work environment with a talented and friendly team.
- RTFH is an Equal Opportunity Employer.

### **HOW TO APPLY**

If you are qualified and interested in this position send a cover letter to: [jobs@rtfhdsd.org](mailto:jobs@rtfhdsd.org)

Be sure to include the job title in the subject line of your email.

COVID-19 considerations:

All staff members are currently working from home due to COVID-19.