



LITERACY ACTION

Grants & Compliance Manager

Location: Literacy Action, Peachtree Center/Hybrid. 2-3 days in office, 2-3 days remote
Reports to: Direct of Development
Direct Reports: N/A
Classification: Full-time, salary
FLSA Status: Exempt
Benefits: Health/Dental/Vision benefits, 401K plus 15 PTO and one-week paid holiday (Christmas Eve - January 1)
Apply At: <https://literacyaction.bamboohr.com/jobs/view.php?id=31>
Website: www.literacyaction.org

JOB SUMMARY

The Grants and Compliance Manager manages the pre- and post-award processes for government, grants and contracts, including grant submission and administration policies, documentation to ensure compliance, and establishment of excellent controls. This position will primarily focus on federal, state, and local grants and contracts related to those awards. The position works closely with finance, development, and program staff to ensure accurate, timely, efficient, and transparent processes are in place for a grant's life cycle.

The Grants & Compliance Manager will also assist the Development Director with the organization's business, civic, and foundation grants. This includes researching and identifying prospects, maintaining the grants calendar, crafting proposals and completing applications, collecting and preparing materials for submission in a timely manner, reporting progress and tracking overall organization (and project) outcomes.

The Grants & Outcomes Manager will also support the Director of Development with the collection and maintenance of all donor and development information as well as with processing donations and sending acknowledgement letters.

ESSENTIAL RESPONSIBILITIES

- Manage the government grant application process, including gathering necessary information, writing, submitting, tracking, and reporting
- Assist with the foundation, business, and civic grant application process including gathering necessary information, writing submitting, tracking, and reporting
- Support the Director of Development with developing a multi-sector fundraising strategy that will allow the organization to meet or exceed its revenue goals
- Research prospective government agencies, donors, and grantors to find alignment and opportunity for Literacy Action
- Manage the organization's data management system (Salesforce) for all organization donors and donations

- Attend relevant grant administrator meetings, conferences, webinars, and trainings
- Work closely with controller to create funding budgets and reconcile donations
- Provide administrative support for the Director of Development, including calendar management, donor mailings, and funding requests
- Provide support for fundraising events and other initiatives
- Support the Director of Development with donor visits, including scheduling meetings, creating donor packets, reviewing, and submitting donor giving history, and attending visits as needed
- Work closely with the Program Director and Program Manager to track and report grant funded program initiatives

EXPERIENCE, EDUCATION, AND CERTIFICATION(S):

- Bachelor's Degree from an accredited college/university, or relevant combination of education and experience, required
- At least two to three years' experience with government grants administration, budgets, contracts, and/or compliance, required
- 2+ years of experience in a community facing organization – nonprofit or government agency experience, highly preferred
- Experience with Salesforce or similar databases, required

KNOWLEDGE AND SKILLS:

- Excellent verbal and written communication skills in English
- Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
- Ability to work with tight deadlines
- Detailed oriented
- Excellent problem solving, strategic-thinking, and project management skills
- Ability to manage multiple tasks at once
- Ability to take initiative
- Ability to maintain and handle matters of confidentiality with tact and diplomacy