



Government Grants Manager

The Government Grants Manager will have a proven track record in management reporting and compliance for local, state, and federal grant programs. First Step Staffing has a broad portfolio of government grants. Outstanding writing skills is a must and prefer technical expertise in extracting and presenting complex data in simple formats. The Government Grants Manager will focus on grants in Atlanta, Nashville, Orlando, and Dallas. Currently, First Step has government grants from SNAP/ENT, TANF, and CDBG.

Responsibilities

- Overseeing, developing and implementing standards, policies and procedures for government grants to ensure programs are in compliance with federal and state laws, as well as industry standards;
- Designing and executing monitoring processes, including conducting file audits, assessments, documenting results, and analyzing data trends.
- Maintaining responsibility for compliance and reporting requirements of all existing local, state, federal, grants.
- Generating database and budget reports on a regular basis for leadership. Ensuring that the grants management database is accurate and meets legal, finance, and audit requirements.
- Supporting Sr. Director of Support Services in identifying new government funding opportunities and preparing new grant proposals.
- Reviewing government grant contracts and serve as the internal expert on grant compliance.
- Developing and maintaining a thorough working knowledge of various grants management systems and ensure that appropriate documents and agreements are created and maintained.
- Participating in training and professional development required by government funders.
- Other duties as assigned.

Qualifications

- Demonstrated understanding of government grant programs.
- Strong business acumen with demonstrated ability to monitor, compile, and analyze data.
- Demonstrated understanding of program and project management.
- Demonstrated ability to identify problems, analyze information, evaluate results, and solve issues using the most effective solutions.
- Demonstrated strong attention to detail and accuracy.
- Strong organizational and time management skills. Demonstrated ability to be flexible and adapt to changing priorities and meet deadlines.
- Strong written and verbal communication skills.
- Demonstrated understanding of relationship management and partnering.
- Ability to respond to sensitive matters with diplomacy and empathy.
- Unequivocal commitment to the highest standards of personal and business ethics and conduct.

Experience & Education

2-4 of experience grant management experience. Bachelor's degree required.