

Jeanne Geiger

CRISIS CENTER

Mission: Empowering Individuals and Engaging Communities to End Domestic Violence.

Job Title:	Grant Specialist	Salary Classification:	Finance
Reports To:	Director of Finance	FLSA:	Exempt
Supervises:	N/A		
Location:	Newburyport, MA	Date:	10/30/2018

The Jeanne Geiger Crisis Center, Inc. seeks a highly motivated and high performing Grants Specialist. This is a great opportunity for a committed team player to work in a dynamic, fast paced environment. The Center is a nationally recognized leader in the effort to end domestic violence and provide care for survivors. For over 35 years, the Center has been providing advocacy and support services to families and the communities within the Greater Newburyport area. We also provide technical assistance to prevent domestic violence homicides on a national level.

The Grants Specialist is responsible for administering government grant awards and cooperative agreements. The Jeanne Geiger Crisis Center is currently funded by the Department of Justice's Office on Violence Against Women, the Massachusetts Department of Public Health and the Massachusetts Office of Victim Assistance.

Primary Responsibilities:

- Manages all government grant contracts, including: work closely with Finance Department to create invoices, track grant receivables and expenditures; work closely with program managers to track grant deliverables and outcomes; ensure that all grants are on target based on timelines and funder expectations; and submit grant revisions and/or adjustments to grant funders in a timely manner.
- Work closely with program managers to develop grant budgets that meet the requirements of each funding opportunity and prepare spending projections and budget modifications.
- Manage the Federal reporting process required and assure that the appropriate reports are submitted and approved to ensure compliance.
- Maintain knowledge of applicable laws, policies, procedures, and guidelines necessary to comply with federal, state, and industry regulations concerning grants and contracts.
- Facilitate award management and provide training to staff on governmental policies and procedures for fiscal management of grants and contracts.
- Assist with the preparation and submission of budgets and reports to foundation funders.
- Other duties as required by their supervisor.

Qualifications:

- A Bachelor's degree or comparable experience with at least two years of experience in pre and post federal grant administration, including; government grant narratives, reporting standards, budgets, applications and modifications.
- Knowledge of federal cost principles and government regulations regarding the use of federal funds.
- Demonstrated ability to handle multiple tasks, manage time, evaluate progress and adjust activities to complete tasks within established time frames and produce high quality work.
- Attention to detail.
- Ability to promote an atmosphere in the office as one that encourages cross-training, transparency and a team approach to work/task coordination.
- Knowledge of accounting/bookkeeping practices.
- Excellent interpersonal skills, including: a demonstrated ability to work cooperatively and effectively with a team, as part of an organization, and with other organizations and other professional; a respectful attitude; ability to accept, act upon, and offer constructive criticism; and a sense of humor.
- Excellent Excel skills and proficiency in Word.

Desired Skills/Qualifications:

- Nonprofit accounting system and donor database experience
- Government award systems experience (e.g., GMS, GPRS, SAM, Virtual Gateway)

Mental Demands:

Reading	Verbal communication
Detailed work	Written communication
Confidentiality	Multiple concurrent tasks
Problem Solving	

Physical Demands:

Sitting
Speaking
Listening
Heavy computer use

Special Work Conditions:

1. Occasional evening/weekend hours are required
2. Occasional attendance at early morning/evening meetings and local travel are required.