



## **Grants and Admin Manager**

### Job Description

Stewpot's Grants and Admin Manager oversees the reimbursement, reporting, compliance and recordkeeping aspects of grants awarded to Stewpot through federal, state, and local sources. This position also provides support to the administrative team. The Grants and Operations Manager reports directly to the Executive Director.

#### Duties and Responsibilities related to Grants Management:

1. Responsible for the timely preparation and submission of vouchers, invoices, and requests for reimbursement for all grant-funded programs
2. Keeps relevant staff informed about upcoming deadlines and deliverables
3. Monitors grant fund expenditures and provides detailed reports to the Executive Director and program staff regarding grant progress, including budget projections and utilization of grant funds
4. Reviews, analyzes, balances, and reconciles grant accounting activities with the general ledger system
5. Reviews, audits, analyzes, and reconciles all financial information and documentation in support of grant-related expenditures to ensure compliance with regulations, statutes, and Generally Accepted Accounting Principles (GAAP)
6. Prepares and maintains documentation to support federal, state, and other related agencies' audit inspections of financial transactions including compliance, billing, reimbursements, correspondence, etc.
7. Works with auditors and funders as needed to gather data for grant and program review
8. Attends relevant trainings offered by grantors
9. Maintains master calendar of grant deadlines
10. Maintains and manages master library of grant support documents

#### Duties and Responsibilities related to Administrative Management:

1. Oversees Stewpot's reception area, including reception staff, ensuring that it is a welcoming environment and provides updated information on Stewpot programs and area resources
2. Maintains the fundraising database (Network for Good), ensuring donor information is kept up to date
3. Enters donations into NFG database, generating acknowledgment letters and pushing over information into QuickBooks Online.
4. Provides support for office functions, including setting up for meetings, taking minutes and attendance at meetings, filing accounting documents, picking up mail, updating employee directories, etc.
5. Serve as point of contact for phone, internet, and IT support
6. Other duties as assigned

### Essential Skills:

1. Excellent project management skills with experience in managing and supervising grants and other administrative projects
2. Experience with basic financial management including developing and monitoring budgets and financial reporting
3. Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail
4. Desire to learn new skills
5. Ability to work within a team and provide support to other staff members
6. A multi-tasker with ability to work under pressure
7. Strong written and verbal communication skills
8. Proficient in using computers with related knowledge of software programs and the Internet

### Qualifications:

- Associate's Degree required; Bachelor's Degree preferred
- Minimum of 5 years of grant-related experience required
- Familiarity with Google Office Suite, Microsoft Excel, QuickBooks Online and a Customer Relationship Management (CRM) system (Network for Good, Classy, Blackbaud, etc.)

Interested applicants should send a resume to [jbuckley@stewpot.org](mailto:jbuckley@stewpot.org). Stewpot is looking to fill this position as soon as possible, but the position will remain open until the right candidate is found.