



POSITION ANNOUNCEMENT

Grants Manager

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasadedonpedro.org and be sure to follow @lacasanwk on all social media platforms.

Who We Seek

La Casa de Don Pedro is seeking a Grants Manager to support the Managing Director and Senior Director of Operations in providing administrative and fiscal compliance with program contracts within the Community Empowerment pillar. To be successful in this role, the Grants Manager develops, implements, and provides ongoing oversight to grants management operations and ensures the appropriate use and accurate reporting of all programmatic and financial transactions reporting on program contracts within the Community Empowerment pillar. The Grants Manager will serve as an integral member of the Community Empowerment team and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Maintain files of all grants and attachments including deliverables and budget.
- Track and support Managing Director and Fiscal Team in maintaining Fiscal and programmatic reporting based on individual contract requirements.
- Assist Managing Director in designing and updating departmental internal budget.
- Manage grant agreements and ensure the terms and conditions of agreements are met and properly documented and communicated.
- Assist Managing Director in grant proposal and continuation renewals.
- Analyze spending against grant budget on an on-going basis; prepares budget variance reports, quarterly expenditure reports and meets with Managing Director, Vice President of Programs and Vice President of Finance and Administration to review reports.

- Maintain the calendar of grants and submission timeline to ensure timely reporting and reapplication.
- Create, design, and implement processes to ensure compliance with all grant conditions and regulations.
- Track restricted revenue.
- Work closely with Managing Director, VP of Programs, VP of Finance and Administration and Controller to create Pillar budget and facilitate organization audits.
- Attends and participates in senior leadership meetings and professional development opportunities.
- Evaluate and assess all grants Goals and objectives and communicate with the Managing Director whether the grant is achieving its goals/objectives.
- Performs other related duties as assigned.

Educational, Required Skills and Experience Requirements:

- Bachelor's Degree or higher in Accounting, Business Administration, and/or Public Administration with knowledge of Accounting, Grant Writing and Compliance Principles.
- At least four years' experience in Grant Management procedures.
- Knowledge of private, public, and government contracts and grant requirements.
- Aid in the planning, writing, program design, budget development, and evaluation of grants and contracts.
- Experience working in a non-profit organization a plus.
- Excel at details, manage and organize multiple projects, work independently, and set priorities.
- Ability to follow through with all projects and assignments, follow timelines and meet scheduled deadlines
- Strong budgeting and analytical skills and experience in utilizing spreadsheet database programs (preferably Excel) and word processing systems.
- Strong work ethic and ability to prioritize and multi-task.
- Experience with Abila MIP accounting software system a plus.
- Excellent communication and interpersonal skills.
- Well-organized and detail oriented.
- Ability to travel.

Work Environment

- This position operates in a professional office setting with regular interaction with members, staff, funders and community-at-large.

Physical Requirements:

- Ability to walk, stand, and climb stairs or ladders if necessary.
- Ability to lift up to 20 pounds.

**The physical demands described here are representative of those that must be 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.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-Time
- **FLSA status:** Exempt
- **SOC code:** 13-1131
- **Reports to:** Community Empowerment's Managing Director and/or Senior Director of Operations
- **Schedule:** Monday – Friday; 9:00am to 5:00pm. Ability to work evenings, weekends and when necessary to attend community meetings and events.
- **Compensation:** Annual salary of \$70,000 based on experience and expertise
- **Fringe Benefits:** Health, employee assistance program, Teladoc, vision, dental, paid time off, paid sick leave, life insurance and 401k retirement plan offered.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with **“Grants Manager”** in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to a person's race, color, religion, sex (including pregnancy, childbirth, or related conditions, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information. We encourage candidates from historically underrepresented backgrounds to apply.