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## POSITION ANNOUNCEMENT

### Senior Director of Grant Administration

#### 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](http://www.lacasadedonpedro.org) and be sure to follow @lacasanwk on all social media platforms.

#### Who we Seek

La Casa de Don Pedro seeks a Senior Director of Grant Administration who will support the Vice President of Finance and Administration in providing fiscal support on local, state, federal and private grants. To be successful in this role, the Senior Director of Grant Administration develops, implements, and provides ongoing financial oversight to grants management operations and ensures the appropriate use and accurate reporting of all financial transactions on grants. In addition, the Senior Director of Grant Administration will work closely with and supports the President and CEO, Vice President of Finance and Administration, Vice President of Programs, Vice President of Development and External Relations, Controller and Managing Directors. The Senior Director of Grant Administration will serve as an integral member of the Executive Office 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.
- Manage grant agreements and ensure the terms and conditions of agreements are met and properly documented and communicated.
- Establish job numbers for each grant.
- Analyze spending against grant budget on an on-going basis; prepares budget variance reports, quarterly expenditure reports and meets with Managing Directors and Vice President of Finance and Administration to review reports.
- Maintain the primary calendar of grants to ensure timely reporting and reapplication.
- Track restricted revenue.
- Work closely with VP of Finance and Administration and Controller to create organizational budget and facilitates organization audits.
- Performs other related duties as assigned.

#### Educational, Required Skills and Experience Requirements:

- Bachelor's degree in accounting with knowledge of accounting principles.
- At least four years' experience in grant management procedures.

- Knowledge of private, public, and government contract 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.
- Create, design, and implement processes to ensure compliance with all grant conditions and regulations.
- Excel at details, manage and organize multiple projects, work independently, and set priorities.
- 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.
- Attends and participates in senior leadership meeting and professional development opportunities.
- Ability to travel.

#### **Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15lbs at a time.

*\*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:** 13-2061
- **Reports to:** Vice President of Finance and Administration
- **Schedule:** Monday – Friday; 9:00 am – 5:00 pm
- **Compensation:** Annual salary \$90,000
- **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](mailto:careers@lacasanwk.org) with **“Senior Director of Grant Administration”** 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 race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.*