



Position: Grants and Information Management Associate

Classification: Exempt

Salary Range:

Reports to: Chief Financial Officer

Date: December 4, 2019

JOB DESCRIPTION

Summary/Objective

The Community Impact Network organizes and facilitates social service providers in the delivery of services desired by residents. The Network works to improve the availability and delivery of services by maximizing efficiency, improving communication and empowering community members to build and protect their human capital and create wealth.

Under the direction of the CFO, the Grants and Information Management Associate supports the efficiency of the grants administration and application processes and systems for the Network and its sister non-profit organization, Equity Homes. The Grants and Information Management Associate ensures policies and procedures are documented and internal activities are compliant. Additionally, the Grants and Information Management Associate maintains all electronic and paper grant filing systems, provides Board support and maintains Board minutes, and supports the creation of legal documents.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acts as the point person for all grants, legal and internal documents
- Assures grants follow IRS and Company specific policies for all grants from intake to administrative close, including researching and collecting required documents
- Accurately inputs and compiles grant recommendations and applications into internal review and database systems
- Prepares and distributes grant correspondence for execution
- Prepares amendments to grant agreements as necessary to ensure compliance
- Coordinates with the Accounting department to ensure grant payments are accurate and paid in a timely manner

- Collects and tracks quarterly reports and deadlines; updates files and databases accordingly to reflect grant performance and activity; prepares reports to internal stakeholders
- Responds to grant process and compliance questions from internal staff
- Creates and maintain grant files that meet legal, auditing and Company requirements
- Supports the Board of Directors through preparation of agendas, minutes, and other recordkeeping responsibilities
- Completes data entry into legal documents and assists with legal work, as requested
- Assists the CFO with special projects, as assigned

Competencies

- Excellent written communication and grammar skills.
- Superior eye for reviewing data to ensure its accuracy and validity.
- Maintain and respect the sensitive, private and confidential nature of information.
- Strong organizational skills with exceptional attention to detail and ability to disseminate information clearly and concisely.
- Exceptional ability to take project from concept to completion.
- Ability to work in a team environment and individually.
- Demonstrates unparalleled commitment to professionalism through interactions, work product and communication; understands that the quality of the work performed directly affects the public reputation of the Company.
- Solid data entry skills and proficiency with Microsoft Office (Word, Excel, PowerPoint).

Supervisory Responsibility

No supervisory responsibilities

Work Environment

Standard office environment

Physical Demands

The Grants and Information Management Associate position is a sedentary position requiring use of computers; phones and personal conversations. The constant use of eyes and hands will be required in all environments where work is performed. The incumbent may stand, walk, reach, stoop, climb, lift, carry and bend occasionally when performing essential job function in the office and at other locations. These activities may include walking through various locations and at activities, operation of common office equipment such as photocopiers, fax machine, mail boxes, scanner, etc.

Position Type and Expected Hours of Work

This is a **full-time** position. Days and hours of work are **Monday through Friday, 8 a.m. to 5 p.m.**

Travel

Less than 5% local travel

Required Education and Experience

- Bachelor's degree or equivalent experience in a related field
- Minimum of two years' experience of grant administration, legal, or closely related field
- Pass a written communication assessment
- Copy of college transcripts

Preferred Education and Experience

None required for this position.

Additional Eligibility Qualifications

None required for this position.

AAP/EEO Statement

Equity Homes has a policy of offering equal employment opportunities to all employees and applicants. Specifically, Equity Homes does not discriminate in employment opportunities or practices on the basis of race, color, gender, religion, national origin, age, sexual orientation, gender identity, citizenship status, pregnancy, mental or physical disability, veteran status, genetic information, or any other characteristic to the extent prohibited by Federal, state or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To Apply: Please send resume and cover letter to bhughes@equityhomesstl.org