



Grants Assistant

Position Description:

The Grants Assistant is responsible for assisting in the efficient and effective implementation of the WCYFS policies and procedures related to grants management. The Grants Assistant collaborates with and builds interdependent working relationships with other teams to facilitate responsible and efficient grantmaking and reporting across programs. As an additional point of contact on grant compliance, the Grants Assistant ensures that WCYFS adheres to legal requirements of various contracts, including private foundations and local, county, state, and federal contracts. In addition, the Grants Assistant supports agency-wide projects and initiatives related to process improvement, technology, procedures, and/or grant data.

Duties/Responsibilities:

Leadership

- Represent WCYFS in a manner that demonstrates a high level of excellence among communications programs and activities, including but not limited to, facilitating and/or participating in team conversations, using good business judgement, role modeling, and working effectively with executive leadership, program leadership, other team members, and key stakeholders in a variety of settings.

Grants Assistance

- Contribute to the research and assessment of funding opportunities by providing thorough analysis of proposed contracts to determine the fit for program needs.
- Provide pre-award support to project directors and staff throughout prospecting and proposal development processes for assigned sponsored program applications and contracts.
- Assist staff with interpreting sponsor guidelines and restrictions; aid in proposal development and clearance of proposals and budgets in accordance with MOD policies; understanding and abiding by federal regulations and funder guidelines.
- Responsible for post-award administrative and non-financial management of awards and contracts. Coordinate project setup, subcontract development, progress reports, sub-recipient monitoring, etc. Partner with Executive and finance teams to ensure project budget and expenditures are in compliance with funder guidelines, federal regulations such as Uniform Guidance 2 CFR 200, and institutional policies.
- Coordinate and execute administrative aspects of a variety grants and serve as WCYFS liaison with sponsors/funders.
- Track grant activity and maintain database through the grants management system. Prepare weekly/monthly/quarterly activity reports for management as necessary.
- Perform other basic pre- and post-award duties as assigned by supervisor and internal procedures.
- Engage and partner with program staff throughout the grant life cycle, resolving potential issues and challenges that may be presented by a particular grant or grantee circumstance.



- Review grant recommendations and files, ensuring that grants move expeditiously through the review and approval process with a particular focus on timeliness, quality, and consistency of grants processing.
- Monitor active grants for key issues such as equivalency determination renewals, unsigned agreement letters, payment contingencies, or overdue reporting requirements. Work with program staff to address and resolve open issues.
- Review grants to confirm compliance with IRS regulations and agency requirements.
- Partner with Grants Manager on designing optimal processes and standards appropriate for WCYFS' innovative grant making environment and implementing quality support systems and workflows.
- Develop reports and other tools to ensure data integrity, analyze and convey trends to highlight useful information to support decision-making.
- Assist with overseeing efficient coordination of grant payments as requirements are fulfilled to ensure timeliness and accuracy.
- Other duties assigned.

Administration

- Executes comprehensive and detailed documentation, and performs other administrative tasks, as necessary, to support both program operations and role responsibilities.

Required Skills/Abilities:

- Must support WCYFS mission and be dedicated to eliminating domestic violence, sexual assault, human trafficking and youth homelessness, in addition to supporting the fundamental values of both feminism and the social work profession, including the worth, dignity, and uniqueness of all persons as well as their rights and opportunities.
- Ability to work effectively with individuals from diverse backgrounds and cultures, and awareness of and sensitivity to the cultures represented in San Joaquin County.
- Ability to productively work both autonomously and as a team member.
- Complex Problem Solving identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent customer service skills with emphasis on respectful and tactful communications.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite, social media platforms and other relevant software; MailChimp experience preferred.
- Ability to effectively communicate and work with key stakeholders, including but not limited to government partners, community and individual supporters, executive leadership, and Board of Directors.

Education and Experience:



- Bachelor's degree preferred
- At least two years' experience in administrative support is required. Nonprofit experience and/or experience in philanthropy preferred.
- Fingerprint clearance required.
- Reliable transportation, valid California Driver's License, and proof of insurance.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- You must be able to lift 25 pounds at times.
- Must be able to ascend and descend up to three flights of stairs throughout the course of a normal workday.

About Employer:

WCYFS is an equal opportunity employer and hires and promotes employees regardless of race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age, sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. WCYFS strives to be culturally competent, responding respectfully and effectively to people of all cultures, classes, races, ethnic backgrounds and religions in a manner that recognizes, affirms and values the cultural differences and similarities and the worth of individuals, families, and communities and protects and preserves the dignity of each person.

WCYFS is a highly established nonprofit organization funded by a variety of federal, state and local government agencies, foundation grants and individual supporters. The continuation of programs, and therefore employment positions, may be contingent upon continued receipt of these or alternative funding sources.

Position Summary:

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| Title: | Grants Assistant |
| Department: | Admin |
| Status: | Full-Time/Exempt |
| Reports to: | Grants Manager |
| Salary: | Starting at \$19/hour (DOE) |