

JOB DESCRIPTION

**JOB SUMMARY:**

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| **Job Title:** | **Director, Grants & Compliance Management**  |
| **Department:** | Resource Development  |
| **Reports To:** | President & CEO  |
| **Status:** | Full Time – Exempt  |

Boys & Girls Clubs of the Chattahoochee Valley is the Chattahoochee Valley’s premier youth development organization. Our programs, training and services impact nearly 2,500 children and teens every year. We are in the midst of an unprecedented expansion and shift in our program strategy and are continuing our work with several Private Foundations while expanding our work with Local, State, and Federal Government Grants. These funding sources are helping us to accomplish our goal of ensuring our Club members graduate on time with a plan for the future, go on to live a healthy lifestyle, and give back to their community.

The **Director, Grants & Compliance Management** will support our growing portfolio of grants including the planning, execution, compliance, and reporting of grants inside the portfolio. This position reports to the President & CEO with a dotted line to the Senior Director, Strategic Development.

**ESSENTIAL JOB FUNCTIONS AND ACCOUNTABILITIES:**

# Grant Prospecting (80%)

* Researches Federal, State, Local Government, Private Foundation, and Corporate grant opportunities for the organization to pursue.
* Develops proposals for assigned opportunities and completed proposal prior to deadlines.
* Pursues funding renewals for current funding according to timeline.
* Collaborate with Senior Director, Strategic Development & Chief Financial Officer to prepare budgets, program briefs, and data to support Grant Applications.
* Researches data & required information from Clubs to prepare grant proposals.
* Collaborates with Chief Executive Officer & Senior Director to develop prospecting plan.
* Maintains Grant Management Database to ensure successful & timely completion of Grant Applications.

# Grant Management (10%)

* Develops plan to support Grant Programs across the organization ensuring Grant Programs are compliant with necessary policies & procedures.
* Aid in the management of assigned Grant Programs (OJJDP, CDBG, BGCA Pass-thru, OCP, etc.) providing support to Club Leadership Teams and Senior Staff as necessary
* Organizes and Attends Grant Kick-Off Meetings in coordination with Programs Team members
* Prepares and Monitors Grant Calendar
* Ensures Grant Awards are actively tracked in Donor Management Software.

# Compliance (10%)

* Conduct Compliance Visits on Federal Grant Programs (DHS, OJJDP, CACFP/SFSP, BOOST, etc.) as assigned and report findings to Senior Staff.
* Serve as member of the Continuous Quality Improvement (CQI) team and utilize Weikart Methods as needed.
* Maintain Compliance Scorecards for each Club.
* Support Clubs in developing Action Plans to rectify compliance Issues

# Other Duties

# All other duties as assigned

**EDUCATIONAL QUALIFICATIONS AND SKILLS:**

**Education**

* Bachelor’s Degree in Education, Business, Youth Development, or related field from an accredited college required, Master’s degree preferred.

# Experience

* A minimum of 2 years work experience in a nonprofit youth serving organization
at a professional level where skills, knowledge, experience, and competency in required key roles and skills/knowledge acquired preferred.
* A minimum of 2 years’ experience in grant and/or proposal development and proficient in writing.
* Must be able to utilize computer and other office equipment
* Must be able to work overtime to meet reporting deadlines.

# Skills

* Excellent communication and inter-personal skills.
* Ability to motivate youth and manage behavior problems.
* Ability to deal with the general public.
* Ability to organize and supervise members in a safe environment.

**ENVIRONMENT & WORKING CONDITIONS:**

Community-based locations that serve youth, families and community members daily. Daily contact with club staff, club members, outside organizations and individuals to plan, coordinate with staff at varying levels. Travel to special events and field trips may be required. Must be available to work weekdays.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.