



Position Description

Position Title:	Grants Manager
Reports To:	CFO
Classification:	Full-Time
FLSA Status:	Salaried Non-Exempt
Direct Reports:	N/A

ABOUT LFA

Lead For America is a nonprofit that exists to ensure that our nation's most dynamic and diverse leaders are working on our communities' toughest challenges. To that end, LFA helps outstanding young people become civic leaders, particularly in their hometowns and states. In our flagship two-year paid Fellows program, we've funded and placed over 100 Fellows in newly created positions in their home communities since 2019, and plan to have 100 additional Fellows starting in August 2021. Along with our Fellows program, we have placed 150+ Summer Fellows, launched 10+ college chapters nationwide, and incubated five state and regional affiliates to date.

WHY WE'RE HIRING

Lead For America is about to begin a period of tremendous growth. From the organization's founding in late 2018, we have placed 100+ Fellows in 24 states, raised several million dollars from public, private, and philanthropic partners, and are now operating 5+ state and regional affiliates. By the end of 2021, we expect to grow from 23 employees to 35, which will put us in position to significantly expand our fellowship and education programs, while also investing in deep place-making work in "demonstration cities" to build comprehensive talent and civic education strategies in distressed communities.

We are looking for team members who are excited about being a part of this growth and helping shape a nationwide movement that will be enlisting thousands of young leaders every year. We are seeking people who will see this role as a path to leadership development and professional growth. The right team additions will feel energized and excited by enormous responsibility and opportunities for creative autonomy and must be disciplined, self-motivated, highly organized, and have excellent oral and written skills.

Recently, to embody our values and best serve communities that struggle to attract and retain talent, we relocated our headquarters to Dodge City, Kansas (to learn more about our planned work in Dodge City, see [here](#)). Dodge City is a community with so much to offer — incredible diversity as an immigrant and refugee town, welcoming people, and forward-thinking collaborative leadership. We are a remote first team and will prioritize hiring the best people we can, but we encourage folks joining the team to consider relocating to Dodge City, whether now or in the medium to long term, to help us contribute to the vibrancy of the community. Those who relocate to Dodge City will receive assistance finding housing and being connected to like-minded individuals in the community. Those who join the team but do not relocate will be asked to make frequent trips to Dodge City and may be invited to participate in an extended site visit so we can show why we and so many other teammates have fallen in love with it!

POSITION SUMMARY

The Grants Manager will oversee LFA's grants management strategy and implementation. This includes managing grants through their lifecycle and ensuring proper due diligence for all foundation and governmental grants. LFA is seeking a seasoned, diligent, and adaptable grants management professional who is excited about the potential for financial leadership within a fast-growing organization.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by individuals in this role. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Ensure compliance with the rules and regulations administered by grantors, including those related to federal grant and single audit requirements.
- Oversee a grants management schedule to ensure timely submission of all budgets, reports, and other grant compliance needs.
- Manage special audits conducted by grantors.
- Prepare the timely submission of grant budgets, grant reports, and supplemental documents. Work with LFA's Development team to ensure that budgets and reports are relevant and accurate.
- Oversee the preparation and timely submission of application amendments and budget transfers as needed.
- Track expenses to ensure relevant expenditures are properly allocated for reimbursement through reimbursement grants.
- Monitor and manage staff timekeeping to ensure timekeeping is accurately allocated to relevant grants.
- Send grant award letters.
- Serve as a liaison with staff on issues regarding grants management.
- Organize grant documentation, ensuring easy accessibility of relevant information for the Finance team. Grant documentation will likely be tracked within LFA's Box and Salesforce systems.
- Oversee and ensure all multi-year grants are tracked appropriately.
- Manage the enrollment and compliance process for LFA's AmeriCorps grants. Work closely with the LFA programs team to ensure that the rules are followed.
- Collaborate with the rest of the Finance team to ensure financial and administrative success on other duties as needed.

QUALIFICATIONS

Education

Accounting bachelor's degree or concentration preferred.

Experience

5+ years experience managing federal grants in an organization with over \$750k in federal grants per year required. 5+ years experience in grants management for mid-sized or large nonprofit, or 3+ years experience in grants management for a federal government agency preferred. Requires experience handling several

non-federal projects at once that required i) an understanding of the project contract terms and ii) the sharing of costs between projects. Experience with AmeriCorps grant compliance a plus.

Knowledge, Skills, and Attributes

- **Detail-Oriented:** Loves numbers, incredibly detail oriented. Extremely bothered by reports that do not reconcile to the accounting system. Interested in the terms of funding contracts as they apply to the organization. A rule follower.
- **Passionate About Finance:** Aspiration is to continue working in financial management long term.
- **Mission/Vision:** able to support and articulate the organization’s mission, goals and objectives in a positive and inspirational manner.
- **Operational Management:** understanding of strategic planning, finance, systems, and ability to recognize and align effective business partnerships to support each where needed; manage confidential information with discretion and care.
- **Communication:** Great empathy, listening skills, and negotiation skills. You enjoy thinking about various scenarios to benefit multiple parties and sustaining relationships; patience to hear others out and build rapport with dignity and tact; promote and demonstrate collaboration; relay information that is sufficiently detailed and promotes desired results.
- **Results-Oriented:** mindset for exceeding goals; high standard for excellence and attention to detail; ability to balance the delivery of programs against the realities of a budget; provide accurate results that are well thought-out and complete; exhibit high standard for excellence and attention to detail.
- **Capacity Building:** A love of systems design; ability to effectively build organizational and staff capacity, selecting and developing highly qualified team members and the processes that ensure the organization runs smoothly
- **Action Oriented:** strong work-ethic; ability to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.

SALARY RANGE

For the sake of clarity, we provide information about the minimum and maximum salaries we can provide at this time. Starting salary is dependent on role, experience level, and cost of living of the job location for positions where there is geographic flexibility. Based on these factors, the below salary range is subject to vary considerably. Note that salaries are expected to rise over time with increased experience, inflation, and the growth of the organization, and that for most roles there is ample opportunity for promotion. In special circumstances, LFA is willing to discuss paying above the maximum range listed below to bring on world class talent.

Minimum starting salary (assuming minimum required experience met): \$55,871

Maximum starting salary (assuming 30+ years of related experience): \$83,806

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

This position requires:

- Normal periods of sitting, standing and walking, typically in an office environment.
- Type/enter data on keyboard.
- Normal vision and hearing (with or without correction).
- Speaking one-on-one and in a group setting.

Majority of work is performed inside an office building and temperature controlled. Must be able to attend and participate in outdoor events in various weather conditions. Level of noise is usually moderately quiet.

Acknowledgements:

All the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties and responsibilities or requirement and employees may be required to perform other job-related duties as requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Employee's Signature

Date

Manager's Signature

Date