

JOB DETAILS

Job Function – **Grants Manager**

Industry - Non-profit Organization

Classification – Contract/1099 Position

Pay Range - \$55,810 - \$71,900

The West Broadway Business and Area Coalition (WBC) provides services and performs functions with the goal of vitalizing West Broadway, the main commercial corridor of North Minneapolis. The WBC works towards this end by focusing on efforts in three main areas: Business Support and Recruitment, Place-making, and Planning, Zoning and Development.

The WBC is located on West Broadway in North Minneapolis. The office environment is busy and fast-paced and requires a high energy level as there is a sense of urgency related to the work of the organization.

PRIMARY RESPONSIBILITIES

- Manages all post-award contract administration, budget adjustments, and amendments. Participates in budget tracking, invoicing, and other financial duties of grant-funded programs. Works with ED to establish grant-reporting processes, internal and external.
- Manages the execution and internal tracking of the grant contracts.
- Ensuring ED and the Board and all parties involved have reviewed and approved and fully executed contracts are returned and retained.
- Facilitates all budget adjustments, budget modifications, and contract amendments and extensions, collaborating with internal stakeholders, the grants team, and the funder as necessary.
- Navigates electronic portals for grant reporting and invoice submissions.
- Maintains grant-tracking system with all pertinent data.
- Maintains a portfolio of assigned grants, monitoring grant reporting deadlines, spending usage, detailed budget vs. actual, and working with stakeholders to ensure timely use of funds.
- Assists grant accounting with invoicing, payment tracking, and revenue accruals.
- Assists with sub-award coordination, memos of understanding, and budgets with external partners, as necessary.
- Organizes kick-off meetings with internal stakeholders about grant set up and processes.
- Performs other related duties as assigned.
- Ensures funder progress reporting is complete and timely.

QUALIFICATIONS

- Strong assessment and analytical skills to comprehend and interpret grant requirements and determine if grant goals and outcomes will benefit WBC and the clients it serves.
- Experience in grants administration – from grant proposal inception to project completion of a sponsored program.
- Familiarity with granting agencies; including federal, state, county and city agencies as well as Foundations, corporate and private sponsors.

- Demonstrated ability to simultaneously work on multiple projects with fixed deadlines and ability to re-prioritize tasks as needed to successfully meet all deadlines.
- Ability to effectively interface with all levels of the organization.
- Demonstrated effective problem identification and problem-solving skills.
- Demonstrated ability to work independently with a high level of accountability, follow-through and internal drive.

WBC is striving to create an inclusive organizational culture. We strongly encourage applications from candidates who identify as Black, Indigenous, and People of Color (BIPOC), people who identify as LGBTQIA+ and non-binary, people living with disabilities, and people from marginalized communities. We are happy to discuss the steps we've taken to integrate Equity, Diversity, and Inclusion values into our workplace.