

# Grants Administrator, TLCHB

*Please note, this position description outlines the general nature and level of work being performed by individuals assigned to the position. It is not intended to be a fully exhaustive list of all duties, responsibilities, and required skills. As is always the case, responsibilities may be subject to change to meet the evolving needs of the organization.*

## Position Summary

The TLCHB Grants Administrator will ensure and oversee that grants funded by and/or through the Toledo Lucas County Homelessness Board are properly utilized according to the conditions and responsibilities associated with the grants' funding source (federal, state, local) including: award process, adherence to regulations and requirements, compliance with reporting expectations and fiscal oversight. The position requires excellent record keeping, submission of reports and ability to provide analysis on grant outcomes and performance.

## Role & Responsibilities

- Develop, in conjunction with TLCHB Executive Director, TLCHB grants administration policies and procedures in accordance with state, local, and federal regulations
- Coordinate all technical and administrative activities related to grants funded by and/or through TLCHB before, during and after award process. These include development and management of: time-line, application and award process; work plans and contracts with awarded projects (sub-grantees); monitor and evaluate sub-grantees operations, reports and record-keeping, outcomes, and, in conjunction with TLCHB HMIS Administrator, HMIS participation, data-quality and compliance; and, in conjunction with TLCHB Executive Director, perform fiscal oversight of funds awarded.
- Research and draft grant applications, in conjunction with TLCHB Executive Director
- Review and process, in conjunction with designated Financial Operations, accurate and timely sub-grantees billing requests.
- Follow TLCHB RFF policies and procedures in accordance with state, local and federal regulations
- Act as community liaison, or as directed, lead in development of procedures, protocols and partnerships of collaborative projects related to funding by and/or through TLCHB.
- Act as lead in resolving issues related to disposition of direct financial assistance by the City of Toledo, and/or client grievances.
- Communicate in an effective and timely manner all relevant grant information with sub-grantees, TLCHB management, HMIS and other designated entities.
- Create and maintain appropriate spreadsheets and documentation to support grant administration activities.

- Receive and investigate all consumer complaints regarding partner agency operations and prepare recommendation to the Executive Director.
- Prepare written and oral reports for various audiences.
- Perform any other duties, as necessary in relationship to grants administration and/or TLCHB project development, implementation and/or oversight.

### **Qualifications**

- Minimum of Bachelor's degree (business administration, law, public administration, social work, policy planning and oversight, organizational and community development preferred) or equivalent experience of no less than 2 years in grants administration.
- Highly Proficient in Word and Excel.
- Working knowledge of grants, preferably public funded grants; processes and budgets; and basic accounting principles.
- Ability to analyze and systematically compile technical and statistical information and to prepare reports and correspondence; comprehend and make inferences from written material; interpret federal, state, and local government laws and regulations regarding grant contracts and administration; review the work products of others to ensure conformance to standards; work effectively with staff, governmental and non-profit partners, agency representatives, and the public.
- Strong interpersonal skills and written/oral communication abilities a must.
- Ability to multi-task and meet deadlines.
- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

### **Status and Supervision**

The position is full-time (37.5 hours weekly) and is supervised by the TLCHB Executive Director.

### **Remuneration**

The position is compensated at a salary of \$43,500 per year, with holidays and Paid Time Off in accordance with TLCHB personnel policies. The position is eligible for a health insurance and simple 401 k plan in accordance with TLCHB policies.

### **Cover Letter & Resume**

Cover letter and resume are to be submitted to [jobs@tlchb.org](mailto:jobs@tlchb.org) no later than November 26, 2017.