



## GRANTS COMPLIANCE MANAGER

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<b>Title:</b>	Grants Compliance Manager
<b>Reports To:</b>	Director of Development
<b>Manages:</b>	None
<b>Position Type:</b>	Full Time Salaried Exempt with Benefits
<b>Band:</b>	Manager

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### THE ORGANIZATION

Founded in 1999, CFUF strengthens urban communities by helping fathers and families achieve stability and economic success. As a pioneer in responsible fatherhood, family strengthening, and workforce development, **CFUF's programs seek to help clients fully exit poverty and sustain themselves and their families.** CFUF serves Baltimore's most marginalized populations living in high crime and high poverty communities. Our members (the term we use when referring to our clients) are 98% African-American, 60% male, 89% unemployed, 50% ex-offenders and homeless, and 30% without high school diplomas. Over 90% face one or multiple temporary or chronic personal, logistical, or human barriers.

*ALL In* is the Center for Urban Families' comprehensive strategy to accelerate social and economic opportunity and advocate for policies that promote equity and racial justice. Leveraging 20 years of positive impact and applied learnings, the *ALL In* strategy targets two critical areas: chronic unemployment and family instability. The approach links individual accountability, person-centered case management, and supportive networks with workforce development training, education, and civic engagement. *ALL In* dismantles poverty and builds long-term social and economic prosperity that results in brighter futures for our members, their families, and the communities in which they live.

**National impact:** CFUF's Practitioners Leadership Institute (PLI) provides technical assistance, and promotes and extends best practices in family strengthening, responsible fatherhood and workforce development to practitioners and key stakeholders across the country. CFUF is also nationally renowned for its public policy work in the responsible fatherhood arena.

### Culture and Practice

CFUF is an organization committed to excellence and quality service to all of its stakeholders. Our organizational values emphasize professionalism, respect, integrity, accountability, and an unwavering focus on supporting our members. Our culture thrives from a transparent, reflective, and creative environment. We maintain a highly autonomous workforce, and our staff embraces humor, food, fun, and a passion to serve our members. We believe in recognizing and rewarding high performers. All of these qualities and attributes make CFUF a premier employer of choice.

### Staffing and Governance

CFUF is governed by a 19-member board of directors. The organization's current budget is approximately \$4.3 million, with 73% allocated to program services. CFUF maintains a staff of 26, and our leadership team is comprised of our Chief Executive Officer, Chief Operating Officer, Director of Programs, Director of Development, and Director of Finance & Administration.

**POSITION SUMMARY:**

Assist the Director of Programs and the Director of Development in the development and execution of all program grants and contracts; including grant compliance, grants and contracts management, grants database management, and fiscal and narrative reporting. The Grants Compliance Manager will:

- Provide pre- and post-award reviews to support compliance with the contractual requirements of federal, state, corporate, and foundation grants;
- Analyze award requirements, special provisions, and terms and conditions and determine if existing CFUF policies and procedures are in agreement and, if necessary, provide recommended changes, in order that the organization will be in compliance.
- Develop internal processes to support ongoing compliance with award terms and conditions.

**POSITION RESPONSIBILITIES:**

- Draft and fully execute memorandums of understanding and contracts with CFUF partners and/or consultants.
- Review and disseminate grant award materials and develop summarized award memorandums for all necessary staff and partners.
- Manage grants and contracts information including developing and maintaining a database of both hard and electronic files.
- Lead a collaborative effort with finance, grant writing, and program staff to develop and refine policies and procedures related to grants, contracts and sub-recipients and subcontract awards and administration.
- Assist with program monitoring activities to include the timely submission of reports to funders and ensure that all reports, supporting documentation, and second- and third-party agreements are formatted and edited according to CFUF standards.
- Work in close partnership with program staff, the RED Lab, CFUF's data management and evaluation department, and the Finance Department to establish and maintain effective grant implementation monitoring procedures including organizing and leading grant implementation meetings.
- Conduct nonfinancial grant audits for compliance.
- Ensure that all data and language reported in proposals and funding reports are consistent and accurate.
- Represent the organization at various events, meetings and trainings.
- Attend program and finance meetings to support alignment and compliance with required goals and outcomes.
- Perform other duties and tasks as assigned.

**KNOWLEDGE, SKILLS, & ABILITIES:**

- Bachelor's degree required.
- 5+ years of experience with grants administration and/or institutional donors (i.e., corporations, government, and foundations) is preferred.
- Excellent interpersonal and communication skills are required.
- Exceptional writing skills and computer skills are required.
- Basic understanding of program evaluation is preferred.
- Knowledge of the federal and state grant making and reporting processes is preferred.
- Proficiency in Microsoft Excel and Word is required and knowledge of Access is preferred.
- Experience with AmpliFund grants management database is preferred.
- Must be a detail-oriented and organized self-starter with the ability to multi-task, prioritize, and meet multiple deadlines.
- Willingness to adjust work schedule to meet changing department priorities.
- Ability to effectively interact with staff from multiple departments.
- Ability to work independently and/or under direct supervision.

**APPLICATION PROCESS**

Interested candidates should submit a cover letter detailing the applicant's fit with the position's requirements with salary requirements, and a résumé. Click [here](#) to apply.

***CFUF is an equal opportunity employer.***