

**ROWAN HELPING MINISTRIES**  
**JOB DESCRIPTION**

**Grants Compliance Specialist**

**GENERAL RESPONSIBILITIES**

The Grants Compliance Specialist will assist the Director of Community Relations in grant writing, and post award tracking and reporting of state, federal, local, and federal funds through accurate and efficient classification, control and reporting of revenues and expenditures. This position coordinates receipt of awards and contract documentation; maintains proposal and funding records in database systems, and prepares scheduled and special reports, studies, and analyses. Duties must be performed in strict accordance with general statutes and state, local, federal, and organizational policies, procedures, guidelines and subject to an annual audit. This position has dotted line reporting to the Executive Director.

**FUNCTIONAL RESPONSIBILITIES**

- Grant research
- Manage grant cycle schedule
- Ensure compliance with grant and contract requirements
- Grant maintenance and reporting
- Grant writing

**SPECIFIC RESPONSIBILITIES**

- Maintain Grant Cycle Calendar and work with the Director of Community Relations to make grant writing assignments and meet grant deadlines for government and private foundation grant writing and reporting.
- Become knowledgeable of grant guidelines and expectations and advise programs on implementation and going efforts to ensure compliance.
- Assist in the grant writing process including occasional grant writing.
- Develop thorough understanding of internal reporting systems (HMIS, VCM & Volunteer Hub) and assist in ensuring data accuracy.
- Generate or assist with monthly reports, researching and pulling data, among other tasks. (USDA, CDBG, FEMA, VA GPD, VA Contract, Back At Home, etc.).
- Ensure all grant reports (monthly, quarterly, annual) are submitted on or before their deadlines.
- Internal audit of programs to ensure grant compliance.
- Analyze and evaluate contract and grant budgets for correct calculation of expenditure categories such as salaries, percent of effort, salary adjustment increases, fringe benefits, indirect costs, materials, and equipment.
- Assist the Office Manager in the planning, design, implementation, and support of financial systems, related policies, and processes needed to identify and manage the revenue and expenditures of the organization and its various components.
- Participate and/or assist in special projects, and perform associated administrative duties, as assigned; may provide functional direction to program staff on assigned work.
- Establish and maintain effective working relationships with volunteers, residents, employees, community organizations, news media and the general public.
- Attend and represent Rowan Helping Ministries at community meetings and workshops.

- Local travel.
- Perform other related work duties as may be assigned by the Executive Director

**GENERAL REQUIREMENTS**

Working knowledge of Microsoft 365, Proficient in Excel, QuickBooks, and database management. Excellent oral and written communication and strong interpersonal skills. Skilled in math or accounting. Being accurate, detail oriented and highly organized are important to being successful in this role.

**EDUCATION AND EXPERIENCE**

Must be at least 21 years old; possess a four-year college degree in business management or comparable experience in the field. Skills required to be successful in this position include:

- Technical: strong project management, problem-solving, proposal and grant writing skills, ability to understand complex documents and translate into practice, information research skills, knowledge of federal, state and/or community funding sources and mechanisms.
- Soft Skills: critical thinking and decision making, time management, ability to prioritize tasks, negotiating, leadership, and professionalism.

Must be compassionate and work with diverse people and establish rapport with staff, vendors, volunteers, and clients. Must be detailed oriented, systems thinker and organized. Works as part of a team. Must be able to demonstrate leadership and interpersonal skills. Able to adapt in a fast-paced environment. Must possess vehicle and valid North Carolina driver's license.

***I have read, understand, and accept all requirements and responsibilities contained in this job description:***

Received: \_\_\_\_\_

Signature: \_\_\_\_\_