



## **Job Announcement**

**TITLE:** Grants Administrator  
**DEPARTMENT:** Finance  
**REPORTS TO:** Controller  
**STATUS:** Full-time/Exempt

### **ORGANIZATION SPOTLIGHT:**

DOORWAYS, a nationally-known interfaith non-profit, empowers clients to overcome poverty, HIV, and homelessness by providing numerous social services that improve Housing, Health and Hope. As a bi-state agency with broad impact, we assist over 3,500 clients annually. On the heels of opening our innovative 3-acre \$40M Jefferson Ave. Campus, we are poised to expand our programming to improve service provision, while taking the organization to new levels.

### **WHAT YOU RECEIVE:**

The chance to work in a diverse and employee-centered environment with a staff that exudes endless compassion. DOORWAYS is a fast-paced and jovial workplace that offers many competitive benefits: health insurance (including medical, dental, vision, life, and short/long-term disability coverage), tuition reimbursement, flexible scheduling, two Employee Assistance Programs (EAP), a 403(b) retirement plan, a flexible spending account, a health reimbursement agreement, paid parental leave, personal time off (PTO), and mileage reimbursement. DOORWAYS offers countless training opportunities throughout the year, and we always make time for team-building/fun.

### **JOB DESCRIPTION**

The Grants Administrator is responsible for the administration of government grants and restricted gifts including compliance, budget tracking and management, and financial reporting. The position also provides financial information for private grant seeking. In addition, the Grants Administrator is responsible for the following.



## **MAJOR DUTIES AND RESPONSIBILITIES**

- Ensures that all policies and procedures of the various programs adhere to applicable grant guidelines.
- Evaluate program and contract policies and make necessary revision requests to the Grantor.
- Oversee non-medical program compliance with contracts and relevant regulations.
- Maintain grant agreements ensuring that contracts remain executed within the parameters of the agreement.
- Maintain financial information on programs to aid in reporting and program evaluation.
- Collaborate closely with Program Directors and Chief Program Officer to monitor fund expenditures and balances through grant spreadsheets.
- Review program expenditures for grant compliance and maintain projections and forecasts of grant spending.
- Assist in preparing grant program budgets and attend necessary meetings for the interest of clients and/or programs.
- Ensure that necessary invoices as required by Grantors are prepared and filed in a timely fashion.
- Review and submit all reports required by Grantors before filing deadlines.
- Assist the development department with grant applications and proposals when necessary.
- Report to outside auditors at year-end regarding grant funding and expenditures.
- Maintain Grant Calendar and all other duties as assigned.
- Write government grants.

## **WORKING CONDITIONS**

This position may require working off-site for events and meetings. Assigned hours are at the discretion of the Controller and will generally include usual office hours of 8:30 a.m. to 5:00 p.m., Monday-Friday.

## **QUALIFICATIONS**

### EDUCATION AND EXPERIENCE

- A Bachelor's degree is preferred or equivalent work experience in a related field.
- Grant or government contract experience is highly desired.
- Financial/Accounting knowledge is highly desired.
- Nonprofit experience is preferred but not a requirement.

### SPECIFIC REQUIREMENTS

- Must be able to read, write and speak the English language.
- Must be able to follow written and oral instructions.



- Must have proficient knowledge of Microsoft Office software, especially Excel and Outlook.
- Must be able to multi-task in a fast paced, high-energy work environment.
- Must be able to learn independently.
- Must be able to work well as a team member and be a self-starter who is able to work independently.
- Must have a basic understanding of governmental accounting standards.
- Must have a positive attitude on a daily basis and work well under high pressure, short-term deadline situations.
- Excellent writing and language skills.

#### PHYSICAL REQUIREMENTS

The Grants Administrator will do a large part of his/her work at a computer and must be able to spend extended periods of time typing and reading at a computer.

This job description in no way states or implies that these are the only duties the Grants Administrator will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

DOORWAYS provides equal employment and social service opportunities to all regardless of race, color, sex, national origin, ability, military service eligibility, veteran status, marital status, disability, gender, gender identity, gender expression, sexual orientation or any other category protected by law. We strongly encourage and seek applications from women, people of color, members of the LGBTQIA+ community, as well as individuals with prior contact with the criminal justice system. DOORWAYS complies with federal and state disability laws and makes reasonable accommodations for applicants and employees with disabilities.

If interested, please send a cover letter and resume to [employment@doorwayshousing.org](mailto:employment@doorwayshousing.org).

**Please no phone calls or solicitations**