

## Center Against Sexual and Family Violence

### Job Description

**Title:** Grants Compliance Coordinator  
**Supervisor:** Director of Development  
**Status:** Exempt

#### Scope of Duties:

Under general supervision, monitors and evaluates grant-funded programs for compliance, and provide support as new funding opportunities are sought. Performs advanced administration, management and analysis work related to grants compliance and evaluation. Evening and weekend work may be necessary during peak periods.

#### Essential Job Functions:

- The ideal candidate will fulfill their responsibilities with a solid understanding and support of the agency's mission, core values, and organizational goals.
- Cover office phones by answering questions and resolving issues or referring callers appropriately
- Assist with client relations and support services
- Receive, read, date, stamp, track, and route mail
- Assist clients with food and clothing distributions as well as in-kind donations
- Work in concert with the grant compliance team to carry out compliance tasks as assigned.
- Assist with the creation and production of reports and other written materials
- Conduct research projects and support grant monitoring
- Accurately enter data, capture and update program information and assist with maintaining database
- Develop and maintain a library of profiles, successes and figures on programs.
- Proofread and copyedit emails, publications, reports, remarks and presentations.
- Write correspondence and assist with mailings
- Support special events preparation, logistics and implementation
- Act as an ambassador for CASFV at external meetings and events.
- Provide general administrative support to the team including managing calendars and deadlines
- Conduct special projects as necessary
- Other administrative support needs as necessary
- Attend training, as requested.

#### Knowledge, Abilities and Skills:

- Demonstrates initiative (self-motivation, acts on opportunities to improve, contributes new ideas)
- Experience working directly with people from diverse backgrounds is desirable.
- Demonstrates excellent customer service skills and interpersonal skills
- Ability to be highly organized and meet deadlines
- Strong attention to detail and time management skills.
- Demonstrates high level of proficiency in Microsoft Office, Excel and donor management software
- Must keep discretion at all times since responsibilities concern confidential and sensitive information

**Minimum Qualifications:**

**Training and Experience:**

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Communication, English, Public Administration or closely related field and 2 years of professional experience in administration, grant writing and/or compliance or an equivalent combination of education and experience.

**Special Qualifications:** Ability to speak and present in Spanish a plus.

I have read and understand the Grants Compliance Coordinator job description and I am able to perform all functions as described.

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**