



Houston Area Women's Center
Ending Domestic and Sexual Violence

Houston Area Women's Center

Grant Administration Coordinator

Department: Compliance-Non-Residential

FLSA Status: Exempt

Work schedule: Monday - Friday
9 a.m. - 6 p.m.

Job Status: Full Time

Reports To: Manager of Grant Compliance and Reporting

Amount of Travel Required: 25% - Between work sites

Positions Supervised:
Reporting Assistant

POSITION SUMMARY

Oversees non-residential grant compliance with funders; responsible for all reports to local, state and federal funding sources for the residential facility.

DUTIES AND RESPONSIBILITIES

- Direct supervision of staff, including assignment of duties and evaluation of performance
- Monitor and ensure compliance of grant related tasks and deadlines
- Ensure compliance guidelines are met for funders and contracts for non-residential programs.
- Ensure method of data collection is updated as funding contracts are renewed.
- Oversee non-residential queries to meet changing agency needs.
- Coordinate and supervise data entry activities.
- Collect and analyze data in conjunction with the Manager of Grant Compliance and Reporting.
- Communicate any changes in grant requirements to Non-Residential Program Managers.
- Ensure timely compilation of pertinent statistics, records and information.
- Complete, submit and file all required reports to funders in a timely manner.
- Maintain non-residential program statistics.
- Identify, refine, and maintain data processes, workflow, procedures, and implementation.
- Attend grant administrators training/meetings as required from different funding sources.
- Works with assistant to ensure that non-residential client files are in compliance by auditing files.
- Maintains non-residential grant books for monitoring
- Assist staff in understanding and utilizing client services databases and software as needed
- Oversee the maintenance of client files in compliance with funders.

POSITION QUALIFICATIONS:

SKILLS & ABILITIES

Education: Bachelor's Degree in related field or equivalent experience

Experience: Minimum of two years of related experience in grant compliance or grant writing, preferably for a non-profit

Computer Skills:

- Advanced knowledge of Microsoft Office, Word, Access, and Excel is required
- Knowledge of PowerPoint a plus
- Database CMS preferred

COMPETENCIES

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Communication - Ability to communicate effectively with others through both the spoken word and written methods.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Adaptability - Ability to adapt to change in the workplace.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.

OTHER REQUIREMENTS:

- 1) Understanding and sensitivity toward the issues of domestic violence, sexual assault and the purpose and philosophy of the Direct Services Program.
- 2) Ability to function effectively in a crisis center with emergency situations.
- 3) Awareness of the importance of volunteerism and its contribution to social service agencies.
- 4) Understanding of grant administration and compliance is preferable

PHYSICAL DEMANDS

- 1) Although most duties can be accomplished from a seated position with occasional walking and standing, the incumbent may need to squat or bend, reach outward or upward to effectively discharge job duties.
- 2) Job incumbent must be able to lift/carry and/or push/pull up to 40 lbs.

WORK ENVIRONMENT:

MISSION OF THE HOUSTON AREA WOMEN'S CENTER: The Houston Area Women's Center helps individuals

affected by domestic and sexual violence in their efforts to move their lives forward. We provide shelter, counseling and advocacy to support them in building lives free from the effects of violence. We seek social change to end domestic and sexual violence through community awareness and education. Our services are confidential and available to everyone.

The primary work location for the incumbent in this position is at the education and administration location.

ESSENTIAL FUNCTION STATEMENT:

The Houston Area Women’s Center has reviewed this job description to ensure that essential functions are included with the duties and responsibilities. To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

REVIEW AND APPROVAL:

This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the agency reserves the right to change this job description and/or assign tasks for the employee to perform, as the agency may deem appropriate.

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| Prepared by: <u>Cassandra R. Thomas</u> | Date: <u>August 31, 2016</u> |
| Approval Signature: _____ | Date: _____ |
| Approval: _____ | Date: _____ |
| Approval: _____ | Date: _____ |
| Employee Signature: _____ | Date: _____ |