

# GRANTS ASSOCIATE JOB DESCRIPTION



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## **Agency Description:**

IMPACCT Brooklyn is a dynamic neighborhood-based organization. We combine community organizing tenant and homeowner services, affordable housing development and management, and economic development to improve Brooklyn.

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## **Job Description:**

The Grants Associate is a key member of the Resource Development team at IMPACCT Brooklyn. The team works collaboratively with the communications team and the program teams to achieve the organization's goals by administering grant processes, liaising with programs to maintain relevant and appropriate data for fundraising initiatives, supporting convening, and aiding with the undertaking of strategic communications.

The Grants Associate under the direction of the Resource Development Manager works to maintain and optimize grant-related data systems, processes and procedures. Working with various levels of staff, the Grant Associate helps to generate solutions to systemic issues and identifies effective ways to complete tasks as needed. The position also supports donor stewardship and communications as it relates to reporting and tracking grant award deliverables, compliance and overall quality control. This position serves as a pipeline position for the roles of grant administrator and grant writer as positions become available based on demonstrated skill and ability. The Grants Associate reports to the Chief Development Officer.

## **DUTIES AND RESPONSIBILITIES:**

### **Pre-Award:**

- Supports all grant proposal submissions to external funding sources
- Responsible for the financial and administrative review of proposals and providing input/feedback as necessary
- Verify the accuracy and integrity of all documentation included in the proposal and contract documents prior to submitting
- Set up and maintain tracker for proposals to monitor and update status during each step of the award process

### **Post-Award:**

- Initiates workflows to ensure that all relevant departments notified and apprised of funds awarded
- Summarize, track and communicate all award terms, conditions and deadlines to relevant teams e.g. Programs for each award so as to maintain compliance with funder requirements
- Ensure that all grant documents are filed and maintained in electronic and hard copy files as required
- Liaise with funders to provide additional documentation required during the award process
- Verify all financial and administrative information in the award document as needed

### **Grants/Donor Management and Compliance:**

- Work closely with Chief Development Officer and Resource Development Manager to improve and maintain organization-wide grant/donor management system
- Prepare various grant reports e.g. interim, final, impact reports
- Work closely with Programs to gather and maintain relevant performance data for fundraising and grant reporting purposes
- Develop and maintain strong working knowledge of regulations and guidelines to ensure compliance around fundraising
- Maintain strong working knowledge of CRM systems for internal grant and donor management and funder systems for grant applications and proposals

- Attend required and recommended professional training to support professional and technical development to excel at performing duties
- Other duties as assigned

### **SUPERVISORY RESPONSIBILITY**

None

### **REQUIREMENTS:**

- Bachelor's Degree in Business Administration, or related discipline or equivalent experience.
- Experience with CRM databases *e.g. Salesforce* and grants administration and donor management
- Broad knowledge and understanding of compliance and operations as relates to fundraising
- Highly organized with strong project management skill or experience
- Excellent written and verbal communications skills
- Customer-centric service towards internal and external colleagues and funders/stakeholders
- Attention to detail and deadlines, particularly regarding compliance and monitoring
- Able to problem solve independently and in a group setting.
- Adaptable in facing of changing/competing priorities

### **WORK ENVIRONMENT**

This job operates in a professional office environment. This role routinely uses standard office equipment such phones, photocopiers, filing cabinets and fax machines.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Prolonged periods of sitting at a desk and working on a computer. While performing the duties of this job, the employee required to stand talk and hear. The employee may be required to travel to other facilities.

### **POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a full-time non-exempt position, and hours of work and days are Monday through Friday, 9a.m. to 5p.m. and evenings as necessary. Flexible schedule considered.

**Compensation:** Commensurate with experience; Health, Dental, EAP, PTO and other fringe benefits

**If interested, please send resume and cover letter indicating salary requirements to:**

Email: [resumes@impacctbk.org](mailto:resumes@impacctbk.org)

PLEASE INDICATE “GRANTS ASSOCIATE” ON SUBJECT LINE

### **IMPACCT Brooklyn and its affiliates are Equal Opportunity Employers**

IMPACCT Brooklyn is leader in community-based development work for 55+ years. As a comprehensive community development corporation, in addition to housing development, IMPACCT Brooklyn provides economic mobility programs and services in support of residents and small businesses including: community organizing, homeowner counseling & foreclosure prevention, financial capacity building and merchant services.