

**Ethiopian Community Development Council, Inc.**  
901 S. Highland Street, Arlington, Virginia 22204

**JOB ANNOUNCEMENT**

**Position:** Grants Management and Compliance Manager  
**Status:** Full-Time/Exempt  
**Location:** Arlington, Virginia

**Job Overview:** This position is responsible for overseeing and managing ECDC's grant compliance responsibilities, leads the ECDC Grants Management Specialists, serves as the focal point for donor regulations and grant compliance matters for awards; and provides grant policies, regulations and compliance training to ECDC affiliates, and completes other tasks as assigned. This person brings strong leadership, project management, team management, training and mentoring skills and is able to establish and meet deadlines and works independently and cooperatively with team members.

**KEY RESPONSIBILITIES**

**Grants Management and Affiliate Finance Oversight**

- In collaboration with ECDC's development, program and finance team, develops budgets for new and continuing programs and projects.
- Drafts, reviews, and revises a variety of contracts including, but not limited to, subcontracts, subawards, and independent contractor agreements.
- Uploads/downloads federal awards, amendments and continuation applications in various federal online systems such as Grants Solutions and other platforms.
- Supports organization-level anti-fraud strategy by providing analysis, donor regulations guidance and disallowance determination, especially as related to sub-grantees.
- Provides affiliate budget oversight to ensure that the day-to-day operations are conducted in accordance with grant contract agreements and relevant laws.
- Reviews and understands affiliate program expense reports to remain familiar with program fund allocations and to ensure all transactions comply with ECDC financial policies, producers and subcontract agreements.
- Monitors affiliate expense reports, alert ECDC HQ division directors when funds are not available before processing payments.
- Assists in completion of programmatic and financial reports for funders as required.
- Collaborates with program and finance staff to ensure the closeouts of awards are processed in a timely manner and according to funder requirements.
- Conducts regular programmatic audits to ensure quality in service provision and fulfillment of financial documentation requirements.
- Works with ECDC HQ programs leadership and monitoring and evaluation team to maintain ECDC's commitment to evidence-based programming by ensuring that documentation of services provided and data collection are accurate and complete, so that program effectiveness can be properly evaluated.
- Engages in agency-wide activities and initiatives including all-staff meetings, working groups and implementation of strategic initiatives, as needed.

**Training and Technical Assistance**

- Provides ongoing training to increase ECDC's HQ program and finance team knowledge of and compliance with donor regulations as well as ECDC's internal policies and procedures.
- Provides oversight, mentoring and support to ECDC's HQ program team to ensure the team is able to meet its goals and responsibilities.
- Manages the systemization of new/revised donor regulations and ensure departments affected by changes are informed in a timely manner.

- Develops and manages a “Grants Compliance Help Desk or FAQ” function/platform for ECDC affiliates.
- Oversees in-house training on grant compliance regulations for ECDC HQ and affiliates, promoting consistent and ongoing knowledge sharing.

### **Staff Supervision**

- Develops and works with HR to post staff job announcements and job descriptions, conducts interviews and recommends hiring of new grants management staff; ensures staff are on board and receive necessary training.
- Supervises and coaches staff, including assigning and overseeing job duties, sets and adjusts priorities, and prepares time lines for completion of work.
- Establishes guidelines and performance expectations for staff, assesses performance goals and activities, and completes formal job performance reviews and evaluations; recommends staff promotion, salary adjustment, as necessary.
- Manages staff time, approves and signs staff time sheets, and PTO requests.

### **QUALIFICATIONS AND EXPERIENCE**

- Bachelor’s Degree in Accounting, Finance or equivalent work experience in grants/contracts management.
- Knowledge of accounting procedures, financial management and analysis.
- Knowledge of the laws, regulations, policies and procedures governing the administration of federal grants, cooperative agreements, and other awards.
- Knowledge of internal grants management procedures and the ability to interpret internal grants management policies and procedures.
- Ability to analyze documents to ensure all legal and regulatory requirements are met, identifying missing information, revising documents to meet regulatory and other requirements, and recommending changes to agreements.
- Ability to work with minimal direction to initiate activities and identify organizational needs related to responsibilities.
- Experience in staff supervision and management.
- Excellent interpersonal and communication skills and the ability to maintain effective and satisfactory working relationships with people from diverse cultures across all levels of the organization.
- Superior analytical skills, attention to detail, and strong work ethics.
- Ability to maintain confidentiality of financial and other sensitive information.
- Commitment to the mission, vision and values of ECDC.
- Capacity to work under pressure, prioritize multiple tasks, and meet inflexible deadlines.
- Proficiency in computer software particularly Microsoft Outlook, Excel, Access, Word and accounting software packages.

**BENEFITS.** ECDC offers an excellent benefits package including health, dental, life and disability insurance, paid holidays, vacations and sick days as well as a generous retirement plan.

**TO APPLY.** Submit by e-mail: (1) a cover letter; (2) a résumé; and (3) a short writing sample (2-3 pages) solely authored by the candidate; (4) three professional references; and (5) salary requirement via email to [hr@ecdcus.org](mailto:hr@ecdcus.org) No telephone inquiries, please.

**ECDC IS AN EQUAL OPPORTUNITY EMPLOYER**