



JOB ANNOUNCEMENT

Position Title: Grants and Programs Manager
Reports to: Director, ECDC Multicultural Community Center (ECDC MCC)
Status: Full-Time/Exempt
Location: Wausau, WI

Job Summary: The Grants & Programs Manager is responsible (1) for ensuring that ECDC MCC Wausau's program/awards comply with all federal, state, county, foundation and individual funder contract/agreement guidelines and (2) will be responsible for developing, maintaining, and closing all grants accounting, including the initial preparation of grant agreements, entries, reporting and tracking systems. The Grants & Programs Manager will lead the ECDC MCC finance team in developing, implementing and providing ongoing financial oversight to grants management operations, ensuring the appropriate use and accurate reporting of all financial transactions on grants and contracts, and remaining apprised to reporting requirements and deadlines.

Key Responsibilities

1) Program and Grant Management

- Develop budgets for all programs and compare with actual spending on a monthly basis, adjusting spending as necessary.
- Provide budget oversight to ensure that the day-to-day operations are conducted in accordance with ECDC policies, grant contracts, and relevant laws.
- Monitor expense reports on a daily basis when processing cash assistance payments to ensure funds are available in requested line item categories.
- Alert Director and program supervisor when funds are not available before processing payments.
- Oversee management of direct client assistance and other program funds disbursed.
- Establish and maintain a system to track and document client cash assistance fund requests.
- Review staff distribution and all program staff time allocation regularly.
- Work with the Director and leadership team to perform ongoing analyses of program needs to respond to changing refugee need, local communities, and local and state officials.
- Assist in completion of programmatic and financial reports for funders as required.
- Conduct regular programmatic audits to ensure quality in service provision and fulfillment of documentation reporting requirements.
- Work with the leadership team to maintain ECDC MCC'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.
- Engage in agency-wide activities and initiatives, including all-staff meetings, working groups or task forces and implementation of strategic initiatives.
- Perform other duties as requested.

2) Finance and Data Support

- Read and understand Program-specific policies and procedures of major funding streams, including; Reception and Placement, Matching Grant, Preferred Communities, RSS and other federal, state, county and local funders.
- Understand cash assistance policies related to providing direct payments to refugee clients.
- Understand and review program expense reports on a monthly basis to remain familiar with program fund allocations.



- Ensure that all transactions comply with ECDC financial policies and procedures.
- Review and prepare monthly program expenditure reports.
- Prepare and submit program invoices on a monthly and quarterly basis.

3) Office and Program Oversight

- Oversee programs that provide direct services to clients and program implementation; ensure organizational compliance with grants and contracts and manage effective delivery of services.
- Provide direct supervision to ECDC MCC finance staff.
- Ensure timely submission and accuracy of staff time allocations and submit staff timesheets bi-weekly

Education, Experience, Knowledge, Skills and Abilities

- Degree in accounting, finance, or equivalent work experience in grants management required.
- Working knowledge of cost principles and allowable costs as promulgated in The Uniform Guidance (2 CFR part 200) as published by the Office of Management and Budget (OMB).
- Knowledge of accounting procedures, financial management and analysis. and demonstrated training experience required.
- Ability to research, interpret and apply related Code of Federal Regulations (CFR) applicable to grants and cooperative agreements administered by ECDC.
- Self-directed, motivated and able to handle multiple projects simultaneously.
- General knowledge of resettlement practices in the U.S.
- Detail oriented, extensive documentation skills, organized and able to work in a multi-tasked environment.
- Strong oral and written communication skills, ability to write reports and to make presentations
- Cross-cultural sensitivity and the ability to work with people from other cultures.
- Ability to maintain confidentiality of financial and other sensitive information.
- Maintain punctuality for work, appointments and report dates.
- Must work well in a team setting.
- Commitment to the mission, vision and values of the ECDC MCC.
- Required computer skills: particularly MIP fund accounting, Microsoft Outlook, Excel, Access, Word and accounting software packages.
- Possess a valid driver's license and access to own transportation

Physical Demands/Environmental Factors: Moderate physical activity, which includes standing, sitting, walking and lifting items. Ability to see within normal parameters. Ability to hear within normal parameters. Ability to maintain emotional control under stress. Work is primarily indoors in a climate-controlled building.

How to apply: Please send resume and cover letter to: avannoord@ecdcus.org with "Grants & Programs Manager" in the subject line. **No phone calls please.** Only qualified applicants will be contacted for an interview.

ECDC is an Equal Opportunity Employer.