Mayor's Office of Neighborhood Safety and Engagement

Position: Grants and Contracts Deputy Director

Reports to: Associate Director of Finance

Job Summary

The Grants and Contracts Deputy Director is responsible for the administration and oversight of all MONSE's contract execution, community funding and grant compliance, and programmatic support connected to the issuance of funding that bridges MONSE's short- and long-term strategic priorities. The Grants and Contracts Deputy Director will be responsible for the development of policies and processes that govern the contract administration staff and provide guidance on contract terms, and is responsible for maintaining the agency's grant management system and community grant review process. The ideal candidate will have deep knowledge and understanding of the contract life cycle and knowledge of federal grant requirements and regulations. The Grants and Contracts Deputy Director directly supervises a team of two Grants and Contracts Administrators each responsible for preparing and executing 60 contracts annually.

Key Responsibilities

Management & Oversight

- Oversee the preparation and execution of contracts that follow Baltimore City policies, procedures, and legal requirements.
- Work with MONSE Program Managers and vendors to develop contract conditions, including budgets, scope of work, and deliverables.
- Supervise a team of two Grants and Contracts Administrators staff.
- Develop and maintain Grants and Contracts User Guide and standard operating procedures.
- Partner with the senior agency staff in essential internal leadership activities (strategic planning, administration and human resources).
- In partnership with the Associate Director, prepare goals and objectives and evaluate progress and effectiveness of the grants and contracts team.

- Ensure all contract process-related standard operating procedures are consistently updated and distributed as necessary to appropriate staff.
- Serve as the primary point of contact for contract process escalations when necessary for the agency.
- Organize and manage regular reviews of programmatic progress.
- Provide support to MONSE Program Managers throughout the granting process

Grant Funding and Compliance

- Develop and maintain MONSE's internal grant management system
- Coordination of grants management lifecycle
- Work with MONSE Program Managers to assess fitness of letters of intent to funding priorities
- Support Community Grant Reviewers in assessing applications
- Manage correspondence to prospective and actual grant recipients in MONSE's grants portal.
- Ensure grantee compliance of stipulations of funding

Inter-Agency Coordination

- Coordinate with the Law Department, Audits, the Comptroller's Office, Mayor's Office of Recovery Programs, and other interagency partners to ensure contract language protects the City's interests.
- Build and maintain strong relationships with various stakeholders, including funding partners, vendors, and partners within the Law Department, Audits, and Comptroller's Office to ensure that required policies and procedures are being followed.
- Guides and facilitates vendors and MONSE program managers in the development of contracts and agreements, to include budgets, scope of work, and additional funding requirements.
- Work closely with the Associate Director to ensure all contracts staff are adequately trained and provide a high level of service and delivery to our vendors.
- Serve as the point person for team members on contracts issues as well as questions related to Baltimore City guidelines.
- Partner to support external grants and contracts management requirements.
- Coordinate funding requests with the Mayor's Office of Recovery Programs to ensure effective stewardship of resources.

- Build strategic relationships within and beyond the Mayor's Office
- Provide appropriate level of data to Data Analytics teams within MONSE, Mayor's Office of Performance and Innovation, and Chief Data Officer

Qualifications/Skills

- Bachelor's Degree in Public Administration, Public Policy, Law and/or 3-5 years of experience in grant and contract administration.
- 2-3 years of project management experience.
- At least one year of supervisory experience with the ability to plan, organize and direct the work of others.
- Effective communicator with strong interpersonal skills and proven ability to develop productive, positive working relationships.
- Must have the ability to synthesize, analyze, and critique effectively.
- Be a self-starter and accountable to complete tasks and drive performance with minimal oversight.
- Attention to detail and able to correlate topics and information.
- Flexibility and capacity to manage multiple priorities with competing deadlines.
- A demonstrated ability to address/resolve difficult, multi-faceted problems.
- Exceptional organizational awareness and the ability to analyze and brief senior leaders.
- High level of proficiency in Slack, Visio, and MSOffice products, including SharePoint and MSProject.
- Strong desire to make Baltimore a safer place.
- Knowledge of or familiarity with local, state and federal government departments or agencies and the local and state philanthropic community is preferred
- Foundant Grants Management System experience is a plus.

About the Mayor's Office of Neighborhood Safety and Engagement

Our Mission

Guided by the Mayor's vision for Baltimore and rooted in a holistic approach to neighborhood health and safety, the Mayor's Office of Neighborhood Safety and Engagement (MONSE) empowers community partners and city agencies to play a more active role in the co-production of public safety and prevention of violence through an equity-based, healing-centered, and trauma-informed approach for the benefit of all Baltimoreans.

Our Guiding Values

In everything that it does, MONSE is committed to upholding its core values of being:

- *Equity-based.* Focused on promoting justice in reducing disproportionate negative impacts of current and future policies and practices.
- *Healing-centered.* Preventing violence must be paired with repairing harm.
- *Trauma-informed.* Based on understanding and integrating knowledge about the causes and consequences of trauma.
- *Justice-oriented*. Real justice is about more than punishment; it is also about restoration, renewal, and healing from past harms.
- *Partnership-based*. Just as violence is intersectional, so must the solutions, relying on cross-system partners and partnerships.
- *Transparent.* Strong partnerships require trust; and trust demands transparency and accountability.
- *Data- and research-driven.* Relying on data and the best available experimental and experiential evidence to guide decision making.
- *Results-oriented.* Devoted to delivering impact.