Grants Manager
Position Announcement

Organizational Overview:
The National Institute for Criminal Justice Reform (NICJR) works to reduce incarceration and violence, improve the outcomes of system-involved youth and adults, and increase the capacity and expertise of the organizations that serve these individuals. NICJR provides technical assistance, consulting, research, organizational development, and advocacy in the fields of juvenile and criminal justice, youth development, and violence prevention. NICJR works with an array of organizations, including government agencies, nonprofit organizations, and philanthropic foundations. Learn more at https://nicjr.org/.

Position Summary:
NICJR’s Grants Manager plays a vital role in ensuring that the organization adheres to all grant regulatory requirements and obligations. This role is essential for building and maintaining positive relationships with funders and partners while achieving the organization's goals and objectives. This role involves supporting the development and management of several grants from a variety of sources, as well as monitoring, reporting on, and maintaining compliance with funding sources to safeguard the organization's financial stability and mission alignment. The Grant Manager will report to the Director of Development and Operations.

Key Responsibilities:
Proposal Development:
- Assist in the development, review, and submission of grant proposals.
- Support the development and review of grant budgets.

Grant Management:
- Review and understand the terms and conditions of grants and related agreements.
- Maintain a comprehensive database of all active grants, including the funder, award amount, award start and end dates, report deadlines, etc.
- Develop, monitor, and maintain subaward and subcontract agreements.
- Manage organizational requirements regarding grantee reporting portals.

Compliance Monitoring:
- Internally monitor and track compliance with grant requirements.
- Monitor subrecipient progress and compliance and conduct monitoring visits as needed.
- Ensure the organization's activities align with the goals and objectives specified in grants.
- Identify actual and potential compliance risks and issues and work to address them.
Budget and Financial Management:
- Collaborate with finance and accounting teams to ensure that grant budgets are properly managed and expenditures align with budgetary restrictions.
- Ensure that subawardee and subcontractor invoices include only allowable expenses.
- Monitor financial transactions and ensure the appropriate allocation of funds according to grant guidelines.

Reporting and Documentation:
- Collaborate with the development and data and research team to prepare and submit regular reports to funders, partners, and internal stakeholders, outlining progress and performance.
- Maintain accurate and up-to-date records, including financial reports, progress reports, and compliance documentation.
- Ensure grant files are complete, accurate, and readily accessible for audits and reviews.

Regulatory Knowledge:
- Remain updated on federal, state, and local regulations and requirements related to nonprofit organizations and grant compliance.
- Advise the organization on necessary compliance changes or actions to meet evolving regulations.

Partner and Funder Relations:
- Maintain effective communication and collaboration with funders and related partners.
- Address inquiries and concerns from funders and related partners regarding grant management.

Desired Qualifications:
- Bachelor's degree in a relevant field, such as business, finance, nonprofit management, or a related area.
- Previous experience in grant development, management, and reporting within a nonprofit or public sector organization.
- Strong understanding of nonprofit financial management, budgeting, and reporting, including federal regulations.
- Excellent organizational, analytical, and problem-solving skills.
- Proficiency in using software tools for data management and reporting.
- Effective communication and interpersonal skills.
- Attention to detail and the ability to manage multiple projects simultaneously.
- Ability to work independently and as part of a team.
- Commitment to the mission and values of the organization.
**Time and Compensation:**
This is a full-time, remote position. Attendance at quarterly, in-person team meetings is required. A competitive compensation and benefits package will be provided to the selected candidate. The salary range for this position is $90,000 - $110,000.

**Apply:**
Please send a cover letter and resume to info@nicjr.org and include “Grants Manager” in the subject line. Individuals who have been directly impacted by the criminal and juvenile justice systems are encouraged to apply.

*NICJR is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, religious creed, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, protected medical condition as defined by applicable state or local law (such as cancer), reproductive health decision making, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances.*

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