



Director of Grants Management Position Description

About us:

Yakima Valley Community Foundation is a growing 501(c)(3) philanthropic organization. We are all about connecting people, resources, and ideas so the community we know, and love thrives. The region served by our community foundation is the Yakima Valley and surrounding rural Central Washington which is rich in natural resources and diverse cultures all with a strong reliance on the land and water for economic prosperity and survival. We believe when equity is addressed our community will be stronger economically, healthier physically and mentally, and prepared educationally to thrive and meet the challenges ahead. We cultivate a diverse team and continually strive for an inclusive workplace culture where talented and compassionate people share a sense of belonging.

We are hiring a **Director of Grants Management** to join our team.

Position Summary:

The Director of Grants Management is responsible for preparing and processing contractual agreements that support the mission of Yakima Valley Community Foundation and community-based partners. This position supports contract compliance, prepares invoices and reports, and oversees monitoring efforts. The position reports to the Chief Financial Officer and works closely with the CEO and the Chief Programs Officer and other program staff.

This is a full-time, non-exempt salaried position.

Primary Responsibilities:

Contract Management and Procurement

- Prepare, review, and process contractual agreements.
- Partner with program leadership to monitor contracts and submit reporting.
- Track progress made on the reportable objectives and deliverables of contracts and subcontracts including data collection, billing, and reports.
- Support the evaluation of vendor proposals and determination of subcontract awards.

Compliance and Monitoring

- Support audits of local, state, and federal grant expenditures.
- Monitor risk and compliance with internal policies and contractual requirements and assist in policy creation or modifications when needed to meet regulations.
- Interface with multiple agencies regarding federal, state, county, and local grant compliance and reporting.
- Track federal guidance and communicate updates to program leadership. Review grant-related rules and/or legislation and provide policy guidance as needed.
- Conduct program monitoring activities onsite at subcontractor locations as necessary.
- Provide technical assistance to subcontractors as needed on contract billing, reporting, and compliance.
- Maintain comprehensive records and files to ensure accurate and timely information.

- Compile financial reports for the distribution of monthly and quarterly reports to Funders and Grantors. Compile monthly invoices for grants/contracts.
- Perform basic numerical calculations involving Payroll allocations, Accounts Payable, Accounts Receivable, and monitoring of routine expenditures. Review and approve monthly invoices.
- Work with strategic partners to address compliance issues when necessary.

Collaboration and Engagement

- Support program management staff in ensuring that services provided are high-quality, responsive to community needs, and in alignment with YVCF's mission, vision, and values.
- Participate as a member of the Foundation team in learning opportunities including pursuing a culture of racial equity and belonging.
- Represent and pursue the values of YVCF both internally and externally with community partners. These values include: Anti-racism, Equity, and Social Justice, Trust and Respect, Local Voice, Integrity and Transparency, and Collaborative Relationships.

DESIRED QUALIFICATIONS

- Bachelor's Degree in Business or similar.
- Minimum of 5 years of experience in accounting, administering programs, grants, and/or contracts in a non-profit or public sector environment
- Excellent written and verbal communication skills
- Demonstrated commitment to anti-racism and social justice
- Proficient with computer applications – thorough understanding of Google Suites, Microsoft 365, word processing (Microsoft Word), spreadsheets (Microsoft Excel), and the ability to learn and master other computer technology/software programs as needed
- Skill in the application of accounting and grant management principles and practices, including the application of governmental accounting and audit techniques
- Knowledge of Federal, State and local grant regulations/guidelines and laws, including 2CFR200 (Federal Uniform Guidance), BARS (Budget and Reporting System), RCW (Revised Code of Washington), and WAC (Washington Administrative Code)
- Demonstrated communication skills with experience successfully communicating complex information regarding federal and state grants to diverse customers and stakeholders, and strategies to attentively listen to others
- Ability to work independently in a fast-paced, highly adaptive environment
- High levels of integrity, trustworthiness, flexibility, compassion, and humor are necessary to address the practicalities of a growing nonprofit, along with the creativity and persistence required to elicit new thinking and change

PHYSICAL REQUIREMENTS

- Prolonged periods sitting at a desk and working on a computer
- Ability to write, type, and use the computer and telephone
- Ability to travel for occasional in-person meetings or training (see travel requirements)

SALARY & BENEFITS:

This is a full-time, exempt position at 32-40 hours a week with a salary range of \$52,000-\$92,261/year with the starting salary dependent on experience and skills. The Foundation uses the Council on Foundation's Annual Global Salary and Benefit Survey to set its pay ranges in line with other foundations of comparable size in the United States.

This position qualifies for YVCF's full benefit package including health insurance of which we pay the premiums, and dental and vision insurance. We offer participation in a 401k retirement plan to which

we contribute. To support our employees' well-being, we provide front-loaded paid time off including vacation, holidays, sick time, and personal leave and offer a monthly wellness stipend. Flexible schedules are a key feature of our workplace culture and employee job satisfaction.

OFFICE LOCATION, REMOTE WORK, AND TRAVEL REQUIREMENTS:

- YVCF maintains a physical office located in Yakima WA. Some remote work is allowed.
- Applicants must have reliable transportation, a valid unrestricted driver's license, and motor vehicle insurance.
- Travel reimbursement is according to the IRS federal reimbursement guidelines and YVCF policy.

EQUAL OPPORTUNITY EMPLOYMENT:

Yakima Valley Community Foundation is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin, ancestry, ethnicity, marital or familial status, disability, sexual orientation or military status. Must be eligible for legal employment in the United States without sponsorship.

To apply: Submit by email a letter of interest and your resume to: CFO, Yakima Valley Community Foundation @info@yakimavalleycf.org. In the subject line of the mail please state: Director of Grants Management