



# HEALTH FEDERATION OF PHILADELPHIA

The keystone of community health since 1983

<b>Job Title:</b>	Grants Manager
<b>Department/Program:</b>	Finance and Administration
<b>Reports to:</b>	Sr. Director of Finance and Operations
<b>FLSA:</b>	Exempt
<b>Status:</b>	Full-time
<b>Supervises:</b>	No supervisory responsibility

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## **JOB SUMMARY**

The Grants Manager must have the ability to understand, interpret and manage a multiple grant awards and requirements. This position requires the ability to manage financial regulations and agreements, and award documents to monitor financial compliance requirements, allowable expenditures, and payment terms, to ensure timely and accurate invoicing and financial reporting. Other essential responsibilities include budget preparation for new and existing programs, developing and monitoring program budget vs actual reporting.

This position requires regular communications program managers and funders. The Grants Manager must exercise a high level of confidentiality and sound judgment in safeguarding company records and working with grantors, grantees and Health Federation staff.

## **JOB SPECIFICATIONS**

### **Responsibilities/Duties:**

- Reviews financial activity for specific grants and contracts for accuracy and compliance, resolves issues to ensure accurate reporting, completes and submits all required reports and invoices
- Prepares/submits budget and financial forms for grant proposals in collaboration with program staff
- Conducts financial review and monitoring of sub-grantees, reviews terms and conditions of awards for acceptability and compliance with HFP policies and guidelines
- Communicates with funders regarding related questions and information, involves dealing with and resolving a variety of program funding issues that arise on an as needed basis
- Monitors labor distribution for specific grants and contracts, notifies departments of needed changes and required transaction adjustments
- Maintains and organizes grant work papers in accordance with required audit requirements

- Carries out financial requirements of specific contracts
- Reviews and approves grant expenditures, ensures proper cost allocation
- Perform cash management functions, includes tracking receivables, grant cash flow projections
- Provides grant financial forecast and budget vs actual reporting to Program Managers
- Meet with Program Managers and related staff to review monthly financial reports
- Provides assistance with annual audit preparation for Health Federation and Grants
- Assist in producing the organization's annual budget, projections and reporting
- Responsible for recording and updating transactions into the accounting system
- Other duties as assigned

**Education:**

- BS in Accounting, Finance or Business Management or equivalent experience in related field

**Skills/Experience:**

- Knowledge of federal, local and private agency financial regulations and procedures governing grant/contract management
- Experience in fund accounting and budgeting related to grants
- Attention to detail and ability to work with a team essential
- Excellent organizational skills to coordinate multiple projects
- Expert use of Excel and Word and Accounting software
- Must be able to meet required deadlines
- Non-profit experience a plus
- 3+ years of Grant Management experience

**Work Environment:**

Standard office setting with extended periods at work station and periodic use of office equipment

**Position Type and Work Schedule:**

Full time position, typical hours are Monday through Friday 8:30 am to 5:00 pm. Flex office schedule options available with supervisor approval

**Travel:**

Occasional travel to off-site locations

**Physical Demands:**

Ability to transport materials, routinely moves equipment or supplies weighing up to 30 lbs

**Salary and Benefits**

Our employees are our most valuable resource, so we offer a competitive and comprehensive benefits package, which can include:

- Medical with vision benefits
- Dental insurance
- Flexible spending accounts
- Life, AD&D and long term care insurance
- Short- and long-term disability insurance

- 403(b) Retirement Plan, with a company contribution

- Paid time off including vacation, sick, personal and holiday
- Employee Assistance Program

Eligibility and participation is handled consistent with the plan documents and HFP policy.

***DISCLAIMER***

The Health Federation reserves the right to modify, interpret, or apply this job description in any way the Company desires. The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This job description in no way implies that these are the only duties, including essential duties, responsibilities and/or skills to be performed by the employee occupying this position. This job description is not an employment contract, implied, or otherwise. The employment relationship remains “at will.” The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.

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*The Health Federation of Philadelphia (HFP) is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or preference, marital status or any classification protected by federal, state or local law.*