The Organization
Headquartered in San Francisco’s Financial District, Community Initiatives is a dynamic, growing, nonprofit Fiscal Sponsor with an annual budget of around $20 million in revenues. Community Initiatives provides the charitable infrastructure for its projects including financial, human resources, and grants management services. Currently, Community Initiatives has 100 active projects, 125 employees and 300 independent contractors working primarily throughout the Bay Area.

Job Summary
The Grants and Contracts Manager oversees all grants from government agencies and foundations to assure compliance. The Grants and Contracts Manager also works directly with the fiscally sponsored projects (FSP’s) in the preparation and reporting on their grants and contracts. The Manager reports to the Director of Financial Services, with a dotted line reporting relationship to the Director of Fiscally Sponsored Projects and Philanthropic Services, in the execution of grants and contracts administration.

Essential Duties and Responsibilities include review, oversight, compliance and reporting on all Community Initiatives contract and grant obligations, including financial oversight, billing and salary allocations.

Government (city, state, federal) and Foundation Grant Compliance
- Take full responsibility for tracking all grants and contracts compliance.
- Take full responsibility for billing reimbursable grants, communicating and working with Fiscally Sponsored Projects (FSP’s) as needed.
- Review budget/financial section of grant applications and submit in a timely manner.
- Training on grant reporting and program management to fulfill requirements of all grants.
- Work with government agencies to ensure that projects are fulfilling grant requirements.
- Review grant and contract awards and prepare for signature.
- Track grant awards and contract processing.
- Develop and maintain a system to track and monitor reports due schedule and notify FSPs when reports are due.
- Submit interim and final reports as necessary.
- Assist FSPs with coding and tracking of multiple grants.
- Work with Finance on the maintenance of an audit worthy, grants receivable schedule.
- Keep internal procedures manual current.

Qualifications
- B.A. or B.S. degree and five years increasingly responsible experience and/or related experience.
- Knowledge of government procurement processes and procedures.
- Prior experience in a nonprofit organization, foundation or granting organization in a position that deals with the grantmaking transaction is valued.
- Superior customer service orientation.
- High level of flexibility and responsiveness.
- Good interpersonal skills with the ability to support collegiality in a small office.
- Ability to be productive when working independently and as a member of a team.
- Positive attitude, sense of humor, and a commitment to co-creating an energetic and enjoyable work environment.
Job Skills
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent command of the keyboard; fast and accurate.
- Ability to prioritize and meet deadlines without comprising quality or integrity.
- Detail oriented, organized and efficient; able to work in a fast paced environment with moderate guidance.
- Flexible, professional, team-oriented; creative and capable of affecting change.
- Demonstrated ability to communicate in a professional manner and create clear, concise and appropriate documentation.
- Demonstrated proficiency in performing the essential functions required of the position with the ability to learn new skill sets and assume additional responsibility.
- Ability to understand financial budgets at the grant reporting level.
- Ability to execute salary allocation between multiple grants.
- To perform this job successfully, an individual must have knowledge of spreadsheet applications and other office support software, Excel, MS Office, Power Point, Outlook, Salesforce and experience navigating the Internet.
- Knowledge of Great Plains accounting software is a plus.

Community Initiatives’ Values
Community Initiatives is a values-driven organization. All employees are annually reviewed according to these values.

- Community Benefit
  We partner with organizations that are working to improve their communities.
- Trustworthiness
  We work at the highest level of professional standards to earn the trust of our projects, donors, and community partners.
- Service With Integrity
  As our motto states, Community Initiatives is “In Service to Great Ideas.” We aim to deliver all our services with integrity and accuracy. We do what we say we are going to do, when we say we are going to do it, and strive for continual improvement in all aspects of our work.
- Respect
  We will listen carefully and value all people through our words and actions at all times.
- Responsiveness
  We partner with organizations that are responsive to the needs of the community. As a service organization to these new and emerging nonprofit community efforts, our capacity to respond promptly to their needs is paramount. Responsiveness to our fiscally sponsored projects includes the adequacy, timeliness, and quality of the response.
- Teamwork
  Our success depends upon all of our efforts. We acknowledge that in order to best serve our community partners we must work together effectively to address their needs.

Equal Employment Opportunity
Community Initiatives is fully committed to Equal Employment Opportunity and to
attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

To Apply
Community Initiatives offers a competitive salary and benefits package. For consideration send a cover letter and resume to Susan Scarborough at susan@communityin.org and include the job title in the subject line.