



National District Attorneys Association
Grants Manager
Job Description

GENERAL PURPOSE

The successful candidate will have substantial understanding of Federal and foundation grants processes, relevant software expertise, and work effectively across multiple teams. The Grants Manager is primarily tasked with optimizing the grant administration process including researching funding opportunities, planning and implementing grant program application submission, preparing budgets, reviewing grant proposals, managing grant databases, monitoring expenditures while assisting grant-funded employees to do the same, tracking deliverables, submitting progress reports, ensuring compliance with grant regulations, engaging with donor organizations/agencies, educating staff on policies, and preparing financial reports.

SUPERVISION RECEIVED

Reports directly to the Chief Financial Officer (CFO). This is a full-time, exempt-level position.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

- Understands the mission of NDAA and adheres to organizational and staff core values.
- Determines funding needs, researches funding opportunities, and identifies support/donor organizations and agencies.
- Coordinates with program staff to develop comprehensive, supported budgets that can be used as a management tool and that provide meaningful comparisons to actual expenses and programmatic plans for grant funded projects.
- Manages timelines and advises throughout grant life cycle; reviews pre-award, post-award and sub-agreement documents for accuracy, consistency and compliance.
- Works with program directors and grant-funded staff to continually monitor activities and spending; ensures compliance with the approved budget.
- Ensures timely monthly financial closing and reporting while maintaining effective internal controls to reduce the chance of error, fraud, or misstatement.
- Ensures financial and administrative compliance with all grants, including federal; prepares drawdown requests, quarterly reports and reconciliations. Monitors grants to date budget vs. actual and reports on significant variances. Prepares budget modification requests and submits to the appropriate organization/agency.
- Monitors and reviews grant cash draws.
- Monitors and reviews grant receivables.

- Directs and develops internal manuals, standards, guidelines and training materials to ensure compliance and efficiency and effectiveness of grants operations while identifying and implementing process improvements.
- Leads and ensures successful grant submission through platforms such as Grants.gov, JustGrants, Delphi, GMS or other agency platforms.
- Reviews and signs proposals, grant agreements, contracts, modifications & sub-awards prior to signatures that may be needed by executive team.
- Manages sub-receipt grant awards and compliance.
- Establishes, monitors and reinforces NDAA policies and procedures to minimize risk to the organization. Provides input at the management level to flag issues/concerns and to reduce organizational risk.
- Tracks and analyzes relevant grants management performance and compliance data for NDAA, making recommendations to improve performance and compliance as needed.
- Maintains a strong relationship with grant and program officers from funding agencies, including the U.S. Departments of Justice and Transportation, other government agencies, and private foundations.
- Supports the CFO in preparing the association's financial statements for the Executive Director, Treasurer, Executive Committee and the Board of Directors.
- Assists the CFO with the annual financial audit preparation, audit fieldwork and draft and final statement review, especially for association grant funding.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience

- A. Graduation from college with a Bachelor's degree in accounting, finance, business administration or some other related field;

AND

- B. Five (5) to eight (8) years of work experience in accounting, finance, grants management, or some other related field;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities

Working knowledge of 501(c)3 accounting requirements; knowledge of nonprofit specific areas such as grant accounting is required; fiduciary responsibilities, methods and procedures as governed by GAAP, GASB's, FASB's and Federal Single Audit Act; liabilities associated with management of public funds; audit processes and methods; cash flow analysis methods; personal computer operations and various data and financial software applications such as Microsoft Office (Word, Excel, PowerPoint), QuickBooks Enterprise, Paylocity, etc.) Knowledge of federal regulations to include Uniform Guidance (2 CFR 200), etc. Knowledge of federal audit process to include A133; office machine and filing systems; office management practices and inter-personal communication skills.

Ability to exercise effective financial and accounting research skills; work quickly and accurately with numbers; perform advanced mathematical computations; work under time pressures in meeting deadlines; communicate effectively and verbally and in writing; develop and maintain effectively working relationship with outside grant managers,

external auditors, donor organizations/agencies, vendors, the Executive Director, COO, the Board, and fellow employees.

3. Special Qualifications

Grants accounting experience/knowledge beneficial. Federal grant management training desirable.

4. Work Environment:

Incumbent of the position generally performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, such as walking, standing, stooping, and reaching. The position requires the ability to sit and stand for long periods of time and light lifting (25 lbs. or less). Continuous talking, hearing and seeing is required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, strategic thinking and creative problem solving. Additional responsibilities include the input and output of data from electronic systems and the ability to operate a computer, calculator and copier/printer.

Key Internal Relationships: Executive Director, Chief Operating Officer, Staff Accountant, Program Directors, Project Coordinators, senior and staff attorneys, staff members in each of the relevant departments, and interns.

Key External Relationships: Elected and appointed officials/prosecutors, NDAA members, partners and outside vendors, federal grant managers and auditors.

APPLICATIONS

To apply for the Grants Manager position, please send a cover letter and resume to NDAA via info@ndaajustice.org. The association offers competitive compensation and a generous benefits package. NDAA headquarters are located in Arlington, VA. Consideration will be given for remote telework status for this position. Relocation expenses are not available. Applications accepted until the position is filled. Final candidate will be asked for verifiable references.

ABOUT

The National District Attorneys Association (NDAA) is the oldest and largest national, nonpartisan organization representing state and local prosecutors in the country. Formed in 1950, NDAA has more than 5,000 members and our mission is to be the voice of America's prosecutors and to support their efforts to protect the rights and safety of the people by providing our members with the knowledge, skills, and support they need to ensure justice is attained. NDAA is located in Arlington, VA near the Crystal City Metrorail. NDAA is an equal opportunity employer.

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