



BOYS & GIRLS CLUBS
IN COLORADO



Make a DIFFERENCE FOR KIDS

Helping Kids. Building Communities.



Boys & Girls Clubs of Colorado (BGCC) and the Colorado Alliance of Boys & Girls Clubs (the Alliance) is offering an exciting opportunity for the right person to join our dynamic, forward-thinking team. At BGCC, we coordinate funding opportunities, provide training and capacity-building assistance, and set a strategic direction on public policy issues impacting both rural and urban/suburban Clubs, young people and communities throughout Colorado. Our primary goal is to provide the resources and financial support to each Club organization so that they can serve the youth who need them most in their communities. Join a team of passionate individuals who are working to make a difference for kids.

Grants & Compliance Manager – Boys & Girls Clubs in Colorado

Club/Office Location: Remote

The Grants & Compliance Manager (Manager) supports the internal operations of BGCC and our partner organization. You will ensure that Boys & Girls Clubs statewide have the resources they need to meet grant requirements and run programs effectively. This position also provides general support services to the Executive Director as assigned. The Manager reports directly to the Executive Director of BGCC and the Colorado Alliance.

Responsibilities include:

Grant Management

- Works to identify and ensure grants are managed effectively and regularly communicates with the Executive Director on grants and reporting needs
- Drafts and provides oversight on Statement of Work (SOW) and Memorandums of Understanding (MOUs) between member Boys & Girls Clubs, grant makers, and BGCC
- Directs administration of funded statewide programs per contract requirements
- Coordinates site visits and regular check-ins with program staff across the member Boys & Girls Clubs for all grants administered by BGCC to ensure effective operations and grant compliance
- Performs grant evaluations, tracking and surveys, as necessary, in coordination with member Boys & Girls Clubs so that meaningful and measurable outcomes are documented
- Drafts all reports to be submitted in accordance with grant requirements
- Meets submission and reporting deadlines for any grant
- Regular management and updates on the intranet/project management tool for Boys & Girls Club staff to ensure access to grant resources and information on best practices
- Displays professionalism and ability to cultivate relationships with grant managers and program directors as well as with member Boys & Girls Clubs leadership and program directors/staff

Grant Writing

- Writes grant proposals in partnership with the Executive Director
- Ongoing research to identify new grant makers that might fit with the mission, vision, and programs of BGCC
- Demonstrates high-quality grant writing skills that converts data into compelling stories and program outcomes

Training Coordination

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job. The Boys & Girls Clubs in Colorado 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 law.

- Conducts and monitors appropriate statewide trainings for programs that are in compliance with grant requirements
- Provides the Executive Director with a debrief of any such trainings and identify areas of improvement and growth

Financial Compliance

- Works with the BGCC's and Alliance's bookkeeper, accountant, and auditors to prepare quarterly and annual financial statements
- Ensures appropriate accounting of expenses, reimbursements, and restricted revenues of grants and accounts
- Supports ED with financial processes including check deposits, reconciliation of accounts, expense reports, receipts, and budgeting as needed

Internal Processes & Logistics

- Assists with processes, tools, and donor management system to support continued and growing fundraising efforts
- Coordinates the Board of Director Agendas with input from the Executive Director and prepares all necessary documents and sharing of documents for Board Meetings
- Manages documents and document systems to ensure access to necessary shared information across BGCC and the Alliance

Qualifications:

- This position requires a minimum of a bachelor's degree. Direct experience working in a similar role may be substituted, but will be determined on a case-by-case basis.
- The position will require a minimum of at least two (2) years of grant administration or fiscal support experience.
- Ability to use advance project management and planning tools.
- Strong writing skills that convert data into compelling stories about program outcomes.
- Advanced knowledge of Microsoft Office Suite, training and development, public speaking, grammar and proofreading skills, as well as exceptional accuracy.
- A comprehensive understanding of youth development arising from experience working in a Boys & Girls Clubs or similar organization is preferred but not required.
- Necessary attributes include the ability to work independently while fostering a culture of teamwork, work with strict adherence to deadlines, communicate expectations to staff, demonstrate a gold standard of integrity to commitments, initiate solution-based approach to project management and team engagement, facilitate large groups, as well as speak/present training or provide briefings.

Any interested applicant must be able to:

- (1) Present a current and valid driver's license;
- (2) Provide at least three references;
- (3) Travel within Colorado for annual site visits and to potentially coordinate and host trainings and events (approximately 10%);
- (4) Pass a criminal background check (including fingerprinting); and
- (5) Pass a drug test (including marijuana).

Work Environment:

This position is fully remote. An applicant must be able to provide own sufficient and secure Internet connectivity as well as a work environment in which confidentiality and productivity can be maintained. Appropriate computer and software will be provided by Boys & Girls Clubs in Colorado.

Details:

Status: Full-time, Exempt

Pay Range: \$48,000 - \$58,000

Benefits: Full benefits package including health, dental, vision and life insurance, a generous 401(k) matching program, paid time off including holidays, paid parental leave, professional development opportunities and more.

To Apply:

Please provide a resume cover letter, list of three references, and a professional writing sample to bgccoloalliance@gmail.com. Please include the following subject line "[Insert Your First and Last Name] – Application for Grants and Compliance Manager." Application materials that do not reference this specific position will not be considered. No Phone Calls Please. Applications will be accepted through **January 21, 2020**.

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