



LOCAL INITIATIVES SUPPORT CORPORATION

Job Description - Grants Manager - Grants and Contracts Management Department

Position Location – New York, NY

Job Classification – Exempt / Full Time

Reports to – Director of Grants and Contracts Management

Local Initiatives Support Corporation (LISC) seeks qualified candidates for the position of **Grants Manager** within the Grants and Contracts Management Department (GCM). This is a full-time position based in New York City.

About LISC

LISC is a national non-profit organization that provides financial and technical assistance to community development corporations (CDCs) working to improve social and economic conditions in low-income, urban communities. Founded in 1979, LISC has grown to become the nation's premier national non-profit intermediary providing holistic support for neighborhood development and working to enhance the overall community development industry. LISC works through 31 local offices in urban sites, and a national rural program which operates in 44 states. Last year, LISC and its affiliates invested more than a billion dollars in communities across the country. More information about the company is available at our website www.lisc.org.

About the Grants and Contracts Management Team

GCM is responsible for effectively managing LISC's government and private funds, including sub-agreements with community organizations and consultants to carry out the corporate goal of creating healthy, sustainable communities throughout the country.

LISC currently manages more than \$80 million of government funds and has applied for millions more in competitive local and national grants. GCM is responsible for ensuring that these contracts are administered properly, and in this capacity, oversees compliance and program planning/reporting for these contracts. The Department is responsible for providing extensive technical assistance to the national network of LISC's offices managing government and private funds.

Responsibilities

- Manage all grants and consultant requests for an assigned portfolio of local and national programs.
- Using LISC's internal grant management software, receive, review and process requests from LISC programs to issue grants and consultant agreements to community partners.
- Conduct quality control on those requests, particularly ensuring that funder requirements are included in coordination with the Compliance team.
- Communicate regularly with LISC programs to ensure required documentation is ready for grant and consultant agreements issuance.
- Prepare grant letters, consultant contracts, and amendments to existing contracts with nonprofit partners and consultants.
- Coordinate within GCM and Accounting to resolve open issues relating to the monitoring of grants, deliverables, invoices, etc.

- Create and maintain electronic files for grants and contracts.
- Provide ongoing technical assistance and training, in collaboration with supervisors and colleagues, to LISC programs in federal contract requirements and strategic administration of government funding.
- Develop, in collaboration with supervisors and colleagues, training materials and conduct training sessions for LISC staff and CDCs receiving funds from LISC.
- Participate in on-site compliance monitoring of funded CDCs to ensure compliance with grant requirements.
- Assist compliance team tracking and reviewing compliance documentation as needed.
- Participate in continuous initiatives to improve business efficiencies.
- Support development and implementation projects to improve companywide practices related to award administration.
- Ability to work some evenings and weekends as required.
- Performs additional duties, as assigned.

Qualifications and Skills:

Applicants should have the following qualifications:

- Bachelor’s degree from an accredited college or university required in non-profit management or related field.
- Strong organizational and time management skills
- Solid attention to detail
- Proven ability to work independently and manage multiple tasks and priorities in a fast-paced environment.
- Excellent written and oral communication skills
- Self-starter and with strong analytical skills; a willing and creative problem solver.
- Demonstrated expertise in building and maintaining professional relationships.
- Demonstrated ability to develop and deliver training programs to address technical competency gaps;
- Knowledge of government fund management and regulations and/or previous experience sub-granting to community organizations and consultants preferred.
- Some knowledge of nonprofit accounting is a plus.
- Knowledge of community development is preferred.
- Demonstrated experience in developing and conducting trainings for diverse audiences a plus.
- Strong computer skills in Microsoft Office Suite and online research required.

TO APPLY:

Submit a resume and cover letter to Vanessa Ryan at GCMjobs@lisc.org

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION**