



## POSITION DESCRIPTION

**Position Title:** Grant Administrator  
**Reports To:** Senior Manager, Development  
**Business Unit:** F&MS  
**Labor Status:** Indirect

**FLSA Status:** Exempt  
**Grade:** 15  
**Created Date:** 7/01/2024  
**Reviewed Date:**

### **POSITION SUMMARY**

The Grant Administrator will spearhead all grant-related activities, including identifying, applying for, and managing grants from foundations, corporations, and government agencies. This role is crucial for ensuring grant compliance and involves close collaboration with senior management and program directors to guarantee that all grant-funded projects comply with federal regulations, specifically 2 CFR Part 200 Uniform Administrative Requirements, as well as relevant state and local regulations. The ideal candidate will have meticulous attention to detail in reporting and tracking and exceptional writing and organizational skills.

### **KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS INCLUDE**

#### **1. Grant Research and Identification:**

- Conduct comprehensive research to identify potential grant and corporate funding opportunities aligned with the organization's mission and programs.
- Stay updated on funding trends, grant cycles, and eligibility criteria from various funding sources.
- Maintain a pipeline of potential funders and grant opportunities.

#### **2. Grant Proposal Development:**

- Collaborate with program managers and other staff to gather information necessary for grant proposals.
- Prepare grant proposals, grant reports, letters of inquiry, and other grant-related materials, adhering to grant guidelines and deadlines.
- Customize proposals to fit the requirements and preferences of each funding organization.

#### **3. Grant Application Management:**

- Coordinate the grant application process, including drafting, editing, and submitting grant applications in a timely manner.
- Maintain organized records of grant submissions, correspondence, and reporting deadlines.
- Communicate effectively with funders to address questions, provide additional information, and ensure compliance with grant requirements.

#### **4. Grant Reporting and Compliance:**

- Develop and implement policies, processes and procedures to ensure organizational compliance with all laws and regulations set forth by the granting agencies and regulatory bodies with whom the organization has or is intending to go into contract with, such as state and federal governments and corporate and personal funders.

- Ensure that all grant activities are conducted in accordance with federal, state, and local regulations and policies, including 2 CFR Part 200 Uniform Administrative Requirements.
- Accurately interpret and understand complex contracts and contract language.
- Monitor and review grant-funded projects to ensure adherence to compliance requirements.
- Conduct regular internal audits and reviews of grant activities, expenditures, and documentation.
- Support the organization during external audits by grantors, independent auditors (i.e. Single Audit), and other financial institutions.
- Prepare and submit all required reports to grantors promptly and accurately.
- Maintain comprehensive records and documentation for all grant-funded projects, including financial statements, purchasing justification documentation, time tracking records, grant administration plans, etc.
- Ensure that all documentation meets the requirements outlined.
- Manage meticulous records in all required databases.

**5. Relationship Building:**

- Cultivate and maintain positive relationships with existing and potential funders, including foundations, individuals, and corporations.
- Serve as the primary point of contact for grant-related or corporate social responsibility inquiries and communications.

**6. Collaboration and Teamwork:**

- Maintain regular communication and project management processes with staff as need for multiple grant projects.  
Support development staff in additional development activities as needed.
- Collaborate closely with program staff, finance team members, and other stakeholders to gather information, coordinate efforts, and ensure alignment between grant activities and organizational priorities.
- Participate in regular meetings and contribute to strategic planning discussions related to fundraising and resource development.
- Provide training and support to project managers and staff on organizational policies, procedures, and grant compliance requirements.
- Serve as a resource for staff regarding compliance issues and best practices.
- Stay current with changes in grant regulations and update internal processes accordingly.

**JOB REQUIREMENTS INCLUDE**

**Education:** Bachelor's degree in communications, English, Business Administration, Accounting, Regulatory Affairs or a related field is preferred.

**Experience:**

- 1-2 years' experience with grant reporting and audits (external and internal) required, experience with Federal grants preferred. Similar experience will be considered.
- 1-2 years' experience with developing and implementing grant-related and compliance-related policies and procedures.

**Knowledge/Skills:**

- Detail-oriented and organized, with the ability to manage multiple projects and deadlines effectively.
- Strong organizational and analytical skills, with attention to detail.
- Project Management experience is a plus.
- Document Management experience is a plus.
- Excellent writing, editing, and proofreading skills, with the ability to craft clear and concise reports.
- Strong research skills, with the ability to gather and synthesize information from multiple sources.
- Knowledge of fundraising principles, grant-making processes, and nonprofit financial management preferred
- Excellent knowledge of federal, state, and local regulations related to grant funding.
- Internal auditing and participation in external audits a plus.
- Knowledge of 2 CFR 200 Part 200, Federal Grants, and Single Audits is a plus.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with team members and external stakeholders and train adult learners.
- Experience with Raiser's Edge is a plus.
- Experience with Click Up a plus.

**SUPERVISORY RESPONSIBILITIES**

Total Number of Employees Directly Supervising: 0

Number of Subordinate Supervisors Reporting to Position: 0

**VISION REQUIREMENTS INCLUDE****Can be performed with or without assistive technology:**

- X Required to perform activities such as: preparing/analyzing data/figures; viewing a computer screen; reading; inspecting small objects for defects; using measuring devices; and/or assembling parts with close eye contact.
- \_\_\_ Required to perform activities such as: operating machinery and/or power tools at or within arm's reach; performing non-repetitive tasks such as carpentry work or repairing machinery.
- X Required to review/inspect own assigned work, the work of others, or facilities or structures.

**Requires normal (or corrected to normal) vision/acuity:**

- \_\_\_ Required to operate motor vehicles and/or heavy equipment such as forklifts.

**COMMENTS**

*Envision, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without illegal discrimination because of race, color, sex, age, gender identity, disability, religion, citizenship, national origin, ancestry, military status or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics and genetic information, and any other status protected by law.*

*Envision employs and advances in employment individuals with disabilities and veterans, and treats qualified individuals without discrimination on the basis of their physical or mental disability or veteran status.*

Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.

This position description is intended to convey generally the duties of this job. It is not an all-inclusive listing of duties, and it is not a contract, expressed or implied.

“We aspire to be a world-class, recognized leader in the blind and low vision field, leading with employment and rehabilitation, through collaboration for the benefit of our employees, our partners, our community, and our industry.”



Integrity



Curiosity



Passion



Initiative



Teamwork



Excellence

## PHYSICAL REQUIREMENTS INCLUDE

*In an average workday, employee must (check one frequency for each task):*

| Task                  | None      | Occasional | Frequent  | Constant |
|-----------------------|-----------|------------|-----------|----------|
| Stand                 |           | X          |           |          |
| Walk                  |           | X          |           |          |
| Sit                   |           |            | X         |          |
| Bend/stoop            |           | X          |           |          |
| Climb                 | X         |            |           |          |
| Reach above shoulders |           | X          |           |          |
| Squat/crouch/kneel    | X         |            |           |          |
| Push/pull             |           | X          |           |          |
| Lift                  |           |            |           |          |
| Usual amount          | X <10 lbs | 11-25 lbs  | 26-50 lbs | 51+ lbs  |
| Carry                 |           |            |           |          |
| Usual amount          | X <10 lbs | 11-25 lbs  | 26-50 lbs | 51+ lbs  |

*Employee must use hands for repetitive action such as (please check all):*

| Task              | Right Hand |      | Left Hand |      |
|-------------------|------------|------|-----------|------|
| Simple grasping   | X Yes      | No   | X Yes     | No   |
| Firm grasping     | Yes        | X No | Yes       | X No |
| Fine manipulation | X Yes      | No   | X Yes     | No   |

## WORKING CONDITIONS INCLUDE

*In an average workday, employee is exposed to (check one frequency for each task):*

| Task                             | None | Occasional | Frequent | Constant |
|----------------------------------|------|------------|----------|----------|
| General shop or store conditions | X    |            |          |          |

|   |   |   |
|---|---|---|
| General office environment                  |   | X |
| Humid, extreme hot/cold temps (non-weather) | X |   |
| Outdoor weather conditions                  | X |   |
| Fumes or airborne particles                 | X |   |
| Fluorescent lights                          |   | X |
| Moving, mechanical parts                    | X |   |
| Toxic chemicals                             | X |   |
| Loud noise intensity levels                 | X |   |
| Risk of electrical shock                    | X |   |
| Travel for job                              |   | X |