POSITION ANNOUNCEMENT

POSITION: Director, Grants Management (Federal and Non-Federal)  OPEN: Immediately

LOCATION: Washington, DC  CLOSE: Until filled

CONTACT: Director, Financial Reporting & Analysis, and Chief Financial Officer  SALARY: Commensurate with experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation’s largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook, Instagram, and Twitter.

SUMMARY

The Director of Federal and Non-federal Grants Management is a hybrid position serving two purposes. First, it will be responsible for all state and federal grant operations, including grants management, pre-award proposal support, correct financial reporting and journal entries, financial tracking, financial education, and successful collaboration across UnidosUS’s programmatic teams and Affiliate Network. This position will work extensively with new work from the CDC and any upcoming work awarded. The position will work across multiple federal agencies, including CDC, DOL, NIH, and HUD. The Director is responsible for helping all federal grants stay on budget and in compliance. The Director is also responsible for all non-federal reporting and non-federal proposal support.

Second, this person will collaborate with program directors regarding all Affiliate sub-awards and be responsible for all sub-award functions, including ensuring appropriate sub-recipient monitoring processes. This position will involve supervising around 75-150 sub-awards across all program areas. The Affiliate Network engagement will include developing a plan for
educating more than 270 Affiliates on federal requirements to help ensure federal compliance is met and costs are allowed. It will also assist with identifying opportunities with the Affiliate Engagement Team to enhance affiliate capacity for federal awards. The Director is responsible for developing an efficient and effective system for federal education/training and invoicing. In addition, the Director will develop a technological solution for invoice submission, invoice templates, invoice auditing, reporting, and payments.

RESPONSIBILITIES
UnidosUS Primary Responsibilities

- Closely partner with the Director of Financial Reporting and Analysis to oversee national federal and state grant portfolios across the organization to ensure the federal portfolio is on budget and in compliance with federal regulations.
- UnidosUS’s federal business is unique across four different federal agencies. It is anticipated the federal portfolio could grow significantly this year but will depend on increased capacity and winning proposals.
- Partner with programmatic VPs and consult on federal regulations to assist CDC project set-up. Initial area of focus is on mission-critical CDC work.
- Lead extensive business process reengineering to develop a better end-to-end federal process. This will include automation, educational updates, audit and compliance requirements, communication, and change management procedures.
- Lead training for team members regarding federal and state requirements and relevant regulations over key contracts, especially for the CDC.
- Develop a learning community around federal work including all federal team members and provide updates at least quarterly.
- Collaborate with Program and Affiliate Engagement teams to build training for Affiliates regarding federal requirements and relevant regulations to enhance Affiliate capacity for federal funding.
- Lead reporting requirements for smaller grants.
- Enhance the calendar of federal grants and ensure deadlines are met.
- Develop drafts of all federal reports; research any questions and ensure reports are following current federal regulations.
- Consult with programmatic teams where there are compliance and regulatory questions.
- Support the Director with all audit and programmatic requirements, including financial and federal audits, as well as programmatic audits.
- Learn the federal NICRA process for rates and lead this process over time.
- Support work on the schedule of federal expenditures (SEFA) with tracking and reviews.
- Learn any new state requirements for compliance and grants management. For example, UnidosUS recently won $8.9 million of work from California.
- Forecast federal expenditures and processes on a routine basis (monthly preferred and minimum quarterly) to ensure federal funds are fully expended properly.
• Price and prepare federal budget bids for key projects in close partnership with the Director and CFO. Actively participate in the pre-award process.
• Collaborate closely with the Director and CFO on all aspects of the work, especially while learning UnidosUS’s systems.
• Close out federal grants with all required documentation management systems and processes. Support and work closely with federal agencies for close-out requirements.
• Develop and review appropriate journal entries.

UnidosUS Financial Responsibilities
• Non-federal grants manager responsibilities will also include reporting grant information to program areas and assisting with grants reporting to funders.
• Develop a calendar with all grant deadlines and ensure all deadlines are met.
• Support programs with proposals for non-federal funders.
• Work closely with the finance team on large and special projects.
• Collaborate with the team on annual audits, including the annual Federal Uniform Guidance Audit.
• Drive end-to-end process improvement projects and propose enhancements.
• Liaison with the IT team for automation.
• Produce reports and analysis as requested.
• Develop integrated reporting analysis and models for tracking key functions.
• Cross-train team members and affiliates on MS Excel and modeling.
• Develop and review appropriate journal entries.
• Support CFO on board meeting preparations and presentations.
• Support dashboard and analytical reporting.
• Prepare monthly variance and key financial analysis.

QUALIFICATIONS
• Bachelor of Science degree in accounting or business required, CPA or MBA preferred.
• Twelve (12) to sixteen (16) years of relevant federal and non-federal grants management experience.
• Prior federal grants management experience required.
• Robust experience sharing knowledge and training both internally and externally.
• Extensive experience working with a large network or corporation preferred.
• Project management expertise, including potential system automation and integration work preferred.
• Strong grasp of Microsoft Dynamics GP preferred.
• At a minimum, intermediate level expertise in MS 365 Suite (Excel, Word, One Note, Teams, SharePoint).
• Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Accountability, Respeto).
• Familiarity and commitment with the U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
• Provide expertise in federal grants management and the Uniform Guidance code.
• Exceptional planning and organization, project management, and time management
• Be service oriented, attentive to detail and committed to achieving organizational goals
• Proven to be result-focused, a self-starter with strong initiative, naturally inquisitive, able to think independently and have a desire to make a difference.
• Bring a collaborative, problem-solving, and forward-thinking approach to grants management.
• Provide exceptional customer service to our affiliate networks and ability to effectively train on best practice.
• Excellent communication skills, both oral and written.
• Commitment to excellence and high standards.
• Ability to work independently and as a member of various teams and committees.
• Bilingual (English/Spanish) skills a plus.

Employment with UnidosUS is contingent upon successful completion of a background screen.

Please note: Only those applicants who submit a cover letter and résumé will be considered for this opportunity.

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS
hrmail@unidosus.org

Subject Line: Director, Grants Management
Attn: Director, Financial Reporting & Analysis and CFO

No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.