



## About The Position

The Grants Administration Compliance Manager will oversee grant administration and ensure compliance with grants including federal and state requirements. This position manages the pre- and post-award processes for government grants and oversees contracts, including grant submission and administration policies, systems, and documentation to ensure compliance, develop and procure contracts with consultants, incorporate best practices, and ensure excellent controls. This role is essential in ensuring that the organization meets its regulatory obligations for grant funding, particularly concerning state and federal environmental standards, and manages grants in line with funders' expectations. The ideal candidate will have a deep understanding of state and federal grant regulations, particularly in the environmental sector, and/or experience managing compliance for state and federal grants. This role will provide a variety of grant related support services in office administration, including fiscal services, record keeping and reporting to meet grant requirements, and grant finance planning support. The position works closely with finance, development, and program staff to ensure accurate, timely, efficient, and transparent processes are in place for a grant's life cycle.

The position will report to the Controller and may provide direction to contractors.

Front and Centered agenda includes our vision for:

- *Equitable Co-Governance* - The communities most impacted by the extractive economy are at the center of government decision-making on the transition to a just and equitable environment. Including, implementation of the Health Environment for All Act (HEAL) and Just Futures that strengthens community self-determination and state accountability.
- *Healthy and Resilient Communities & Livelihoods* - Every community has a clean environment and we prevent and address pollution, not just as a single source, but for its cumulative effects on overburdened neighborhoods and climate impacts and communities are more prepared to meet their own needs and less dependent on extractive industries.
- *Energy Justice* - Everyone has appropriate, affordable access to, and control over renewable energy that powers their homes and communities and eliminates excessive use of energy and toxic energy systems. Including equitable implementation and expansion of the Clean Energy Transition Act.
- *Transportation Justice* - Every community has reliable, accessible, affordable transit and infrastructure to safely roll, walk, and wheel that is free from toxic air, risk of injury and highways expansions contributing to climate change and displacement. Including implementation of statewide accessible frequent transit standards and divestment of highway investments toward equitable mobility.

## Key Duties & Responsibilities

### Grants Compliance and Administration

- Manage the full lifecycle of grant compliance, from application to reporting, ensuring adherence to all local, state, or federal regulations, including OMB Uniform Guidance (2 CFR 200)
- Ensure that all grant-funded activities comply with federal, state, and local regulations,
- Oversee financial and programmatic reporting for foundation, state, and federal funded grants, ensuring timely and accurate submissions
- Collaborate with the finance, program/grant leads and leadership to ensure grant funds are properly allocated, tracked, and reported in compliance with federal guidelines. This includes Provide program oversight to ensure compliance with grant requirements, maintains program records, compiles a variety of statistics and data, and prepares required reports
- Partners with staff to maintain information management systems that ensure the accuracy and integrity of an organizational-wide grants database

## **Grant Compliance, with special focus on State and Federal Compliance**

- Coordinates the preparation and submission of federal grant applications, including, completion of certifications, compiling of materials, ensuring compliance with requirements, and communicating with federal grants officials.
- Ensure compliance with State and Federal -specific regulations and guidelines, including environmental assessments, permitting requirements, and other State and Federal grant standards.
- Keep up-to-date with evolving federal environmental regulations and requirements, advising the organization on any necessary operational adjustments.
- Serve as the primary contact for grant-related state and federal environmental audits and reviews, preparing all necessary documentation and ensuring the organization is always audit-ready.
- Works closely with program staff and the leadership team to manage progress on project deliverables and ensures accurate programmatic reporting on grants and subawards.
- Provides leadership and oversight on grant compliance requirements and develops organizational practices and processes for documenting grant information and activities, including for audits.

## **Internal Controls & Risk Management:**

- Develop, implement, and maintain internal compliance policies and procedures related to federal grants and regulations.
- Conduct internal audits and risk assessments to ensure the organization is in compliance with grant terms and conditions.
- Develop and implement corrective actions to address any identified non-compliance or risks related to grant-funded projects.

## **Training and Capacity Building**

- Provides expertise on grant compliance and interpretation of OMB Circulars and all applicable regulations, policies, and procedures in collaboration with finance staff. Interprets applicable regulations and translates into operational policies as required.
- Provide training and guidance to program staff on federal grant administration and compliance
- Develop resources and tools to ensure staff understand and adhere to complex federal regulations and environmental standards.
- Monitor changes in federal regulations, particularly EPA guidelines, and ensure timely dissemination of information to relevant staff and departments.
- Provides individualized training and technical support to grantees in the areas of organizational capacity building, grants management, and compliance.

## **Additional Information**

**Position Located:** This is a hybrid in-person/remote position based in Washington State

## **Schedule**

This is a full-time (35 hrs/week), Washington state-based position.

Office hours are typically Monday-Friday from 9am-5:00pm, with occasional evening and weekend work. We currently work under a hybrid remote-work arrangement model: work-from-home and onsite/in-person environments. Some travel is required; Front and Centered hosts in-person staff meetings up to four times a year (when COVID allows safe travel and social interactions) and hosts a number of in-person and virtual convenings throughout the year.

## Compensation and Benefits

This is a full-time position of 35 hours per week. Salary range is \$72,800 to \$110,945, however, we anticipate starting the position between \$77,373 up to \$92,888 Front and Centered's benefits package includes medical and dental insurance coverage, 4 weeks paid vacation, sick leave, and 17 paid holidays. Front and Centered values our employees and ongoing professional development and growth.

## About You

### Qualifications and Experience

Ideal candidate will possess:

- Passion for facilitating frontline communities participation in changing the rules, for making justice the center of the climate and environmental conversation, and for being part of a dynamic, fun, and creative team that is facilitating frontline communities participation.
- Experience (years may overlap):
  - At least 4 years of professional experience in non-profit compliance, grant management, or state and federal contract management, particularly with environmental or EPA grants
  - At least one year of professional or volunteer experience working with community-based organizations
  - At least one-year experience and demonstrated commitment to advancing racial equity or working directly in and for communities of color
  - Extensive knowledge of state and federal grant regulations, including OMB Uniform Guidance (2 CFR 200), and experience in managing compliance for federal-funded projects
  - Documented experience in ensuring that transactions are recorded in compliance with GAAP; federal, state, and local regulations; and individual grant and contract requirements Proven ability to manage multiple grants simultaneously, ensuring full compliance with all financial and regulatory requirements
  - Technical skills, analytical ability, good judgment, strong operational focus, and high ethical standards
- Highly organized and resourceful with a strong attention to detail and ability to work with tight deadlines.
- Knowledge of equity and social justice issues, and in particular environment and climate justice, preferred.
- Demonstrated commitment to advancing racial equity or working directly in and for communities of color with experience working in diverse communities namely with people of color and indigenous peoples as well as disenfranchised communities.
- Strong commitment to the vision, mission, and values of Front and Centered, including a service ethic and commitment to racial justice.
- Proven ability to take initiative, identify priorities and accomplish tasks, and advance projects, including ability to work within a team to execute and work independently.
- Skill to communicate effectively complex concepts in easy to understand ways, verbal and written.
- Team player capable of working both collaboratively and independently.
- Deep knowledge and passion for social movements, environmental justice and racial justice.
- Experience working with and taking direction from frontline communities and working with community based organizations.
- Ability to travel and attend meetings, potentially on weekends and evenings.

## Application Instructions

Applicants should submit a resume and cover letter to [jobs@frontandcentered.org](mailto:jobs@frontandcentered.org), put "Position Title" and "name" as the subject line of the email.

**Deadline:** Priority Deadline is Friday, November 8th. Applications will be reviewed and considered on a rolling basis with interviews anticipated to start mid November.

**Preferred Start Date:** Ideally by Winter 2024/January 2025

## Work Culture and Work Environment

Front and Centered emerged from a broad coalition of diverse community groups working at the intersection of equity and environmental justice. We strive to create a work culture that is inclusive, collaborative, and adaptive to the diverse and dynamic context of how Front and Centered serves the coalition. To this end, every staff member is expected to work as a partner and within a culture of supportive leadership and lifelong learning and knowledge sharing; understand and engage in teamwork which is characterized by hope, celebration, creativity, collaboration, cultural humility, equity, and respect; exercise the highest level of ethics, professionalism, discretion and confidentiality; demonstrate initiative, organization, and an ability to multitask and manage multiple priorities.

We are a small team of enthusiastic, hard-working, and often very busy people. It is a fast-paced environment but where staff enjoy each other's company and take time to build a supportive and inclusive culture.

## Diversity | Equity | Inclusion

Front and Centered strives to create an inclusive workplace in which we meaningfully connect as colleagues and community partners, reflective of the people with whom we live, serve, and share in community. As an equal-opportunity employer, we work with people of diverse personal, professional, and regional backgrounds, so that our board, team, community members and advisory council have a collective impact on delivering on our mission. People of color and others from underrepresented groups, especially people with direct experience working within the communities Front and Centered partners with, are encouraged to apply. We invite people to be part of our team, regardless of their race, ethnicity, national origin, gender identity, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs.

## Physical Demands and Reasonable Accommodations

Front and Centered employees work a flexible, 35-hour workweek from 9:00 a.m. to 5:00 p.m. in work-from-home and onsite environments. The physical demands and work environment described below represent those required for an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Able to input information into a computer for long periods of time
- Ability to work stationary at a computer for the majority of each workday
- Able to assess information communicated through a computer
- Ability to complete work in a shared office environment where multiple staff may be working and talking at any point during the day
- Use hands to handle, or feel, type, and reach with hands and arms
- Able to work some evenings, weekends, and holidays.
- Able to periodically work long and extended hours.
- Able to travel locally/regionally/across the state, as needed.

To center the safety and well-being of our employees, Front and Centered requires that employees must be vaccinated against COVID-19, subject to exemptions in compliance with federal, state, and local anti-discrimination legal requirements. Specifically, we will consider requests for exemption based on medical reasons or for sincerely-held religious beliefs.