



Grants Manager

[Excelencia in Education](#) is a growing, fast-paced nonprofit organization with a small and dynamic team deeply committed to its mission. As the grants manager, you will contribute significantly to the governance of *Excelencia* in Education's important revenue streams and ensure effective organizational collaboration in support of our key funders and contract partners. The organization's portfolio is made up of about 20 foundation grants and contracts, many of which are multi-year commitments, with an operational budget of approximately \$3 million.

Excelencia in Education accelerates Latino student success in higher education by promoting Latino student achievement, conducting analyses to inform education policies, and advancing institutional practices while collaborating with those committed and ready to close the equity gap in Latino college completion. Launched in 2004 in the nation's capital, *Excelencia* is building a network of results-oriented educators and policymakers to address the U.S. economy's need for a highly educated workforce and engaged civic leadership.

In this new position, you will manage the tracking and reporting of foundation grants and contracts and provide financial and programmatic support across the organization. Reporting directly to the Director of Finance, you will work closely with the outsourced Controller, organization leadership, and program staff in all aspects of grant budget planning, management, compliance, and reporting. You will communicate a strong programmatic and financial narrative in the *Excelencia* voice. In this role, you will function as a liaison between the programmatic and financial teams, providing constructive facilitation.

Responsibilities

- Collaborate with leadership throughout the lifecycle of grant and contract processes, monthly budget monitoring and reporting, invoicing, budget modifications, and grant and contract closing and final reporting.
- Monitor reporting deadlines and ensure the organization is on track programmatically and financially.
- Thoroughly review grant and contract agreements and requirements and work with leadership and program staff to develop program and financial plans and monitor results.
- With oversight from the Director of Finance, manage staff allocations and budget modifications.
- Verify grant activities are properly recorded in the accounting system and ensure financial tracking is current, accurate, and in compliance with donor requirements.
- Lead monthly grants management meetings to report on the status of grant and contract project plans and budgets and monitor activities.
- Prepare written narratives and financial reports for submission per required reporting schedules and reporting requirements.
- Maintain all grant and contract-related documentation, including grant agreements,



contracts, reports, etc.

- Contribute to programmatic budget planning and organization financial forecasting.
- Oversee grant rollover funds for multi-year grants.
- Other tasks as may be required by the Director of Finance.

Qualifications

- At least 5 years of nonprofit experience, with a minimum of 2 years of experience with U.S. foundation grant compliance and reporting.
- Strong financial grant budgeting and forecasting experience.
- Ability to anticipate and implement deadlines.
- Ability to communicate effectively, both orally and in writing, is required.
- Demonstrated ability to write program narratives with aligned financial budgets.
- Strong collaboration skills, with a track record of working effectively with colleagues at all levels of the organization.
- Strong Excel skills are required; experience with QuickBooks Online is a plus.

Attributes

Excelencia seeks an individual with the following attributes, which will also be considered in evaluating the performance of the person hired for this position:

- Commitment to the organization. By understanding *Excelencia's* history, relationships, and the ways we built the organization, we are better prepared to support *Excelencia's* growth and increase our impact. Be willing to learn and support our vision and help us advance the work.
- Continuous learning. Our work is evolving and the context in which we work is dynamic. Be humble before the work. Be curious. Be a continuous learner. Gain a deep understanding of the *Excelencia* voice, positions, and body of research, and its projects and funding streams. Embody this voice and apply this understanding to all your work.
- Collaboration. We expect all staff to be team players to meet organizational needs and serve the mission. That means being team-focused but internally motivated. Sometimes it means leading and other times it means following.
- Reliability and consistency. Set deadlines for yourself based on your best estimate for producing quality products and completion. Strive to meet your deadlines even if it requires putting in extra time and effort. Should you need to change a deadline, communicate revised schedules to those involved.
- Communication. Communication is key to effectively serving *Excelencia's* mission. Asking questions to confirm your understanding of *Excelencia's* strategies is important to becoming an effective *Excelencia* staff member.



- Persistence and structure. Be able to formalize plans and carry them through to achieve goals. Give strong attention to timely follow-up and follow through in all activities.

What's Attractive to the Right Candidate?

- Our mission. We are building a powerful and wide sweeping movement to accelerate Latino student success in higher education, which in turn addresses the U.S. economy's need for a highly educated workforce and civic leadership.
- Impact. This is a pivotal time in our development. As a member of the team, you will play an active role in supporting the organization's process to enable more higher education institutions to actively accelerate Latino student success.
- Growth. This Grants Manager position gives you an opportunity to capitalize on a solid foundation with a demonstrated capacity to grow while using your skills and experience to strengthen the organization.
- Visibility. Your work will be visible to funders, educational institutions, and leaders in federal, state, and local education and government.
- Compensation. We offer a competitive compensation plan that includes medical, vision, and dental insurance; paid leave, sick time, and holidays; time off between Christmas and New Year's; a retirement plan with employer contribution; and more.

To Apply

Simply email your resume to Karin Carter at resumes@staffingadvisors.com with "**Excelencia – Grants Manager #2022-2686**" as the email subject. Please include your resume as a Word or PDF attachment to the email and paste your cover letter in the body of your email.

Please note: our practice is to not disclose the salary ranges our clients would consider. Any salary information included in this posting was estimated without our input.

Staffing Advisors is committed to reducing bias in every aspect of the hiring process. We have long recommended an evidence-based approach to hiring. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law. This position may require pre-employment screening potentially including a criminal background check, verification of academic credentials, licenses, certifications, and/or verification of work history. You can learn more about our actions on our blog.