



GRANTS/PROJECT MANAGER POSITION DESCRIPTION

The Organization

Excelencia in Education accelerates Latino student success in higher education by promoting Latino student achievement, conducting analysis to inform educational policies, and advancing institutional practices while collaborating with those committed and ready to meet the mission. 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. For more information, visit: www.EdExcelencia.org.

Excelencia is a growing, fast-paced nonprofit organization with a small and dynamic team deeply committed to its mission. With headquarters in Washington, DC and led by two senior executives, the President and the Chief Operating Officer (COO), *Excelencia* is now expanding its organizational structure to increase its capacity to accelerate Latino student success in higher education.

Job Summary

The Grants/Project Manager is a new position that will support the efforts of a collaborative senior leadership team to manage implementation of grants and contracts and provide financial support across the organization. The Grants/Project Manager will report to the COO and work closely with a financial team, including the Controller. The Grants/Project Manager must be comfortable working in a continually evolving environment and thrive in a collaborative and deadline-oriented workplace.

Responsibilities

The Grants/Project Manager will perform the following tasks related to grants/project management and fiscal support, in coordination with the COO:

- ❖ Perform review, analysis, and reconciliation of accounts for individual grants and programs. Ensure the generation of timely and accurate grant reporting.
- ❖ Prepare monthly and periodical reports and filings related to grants and programs.
- ❖ Ensure compliance with donor grant agreements and legal requirements.
- ❖ Verify grant activities are properly recorded in the general ledger; and reconciled to the grant summary reports.
- ❖ Ensure financial tracking of spending against budgets is current and accurate.
- ❖ Support executives in preparing draft budgets for new grant proposals; and revisions and updates to existing grants.
- ❖ Monitor programmatic elements of grant activities and adherence to respective budgets.
- ❖ Work with the financial team to ensure compliance with the rules and regulations administered by the grantor; and any special audits conducted by grantor.
- ❖ Manage, track, and properly record funds from events, affiliates, programs, and donors.
- ❖ Work with the controller in the preparation of audit materials.
- ❖ Collaborate with the financial team to ensure approval of payments, coding of invoices, reimbursement of travel.

Qualifications

- ❖ Bachelor's degree in business or a related field with at least 2 years of experience in grants/project management and fiscal support, preferably in a not-for-profit environment.
- ❖ Ability to communicate effectively, both orally and in writing required.
- ❖ Ability to respond well to deadlines and work well with support staff.
- ❖ Knowledge of grants processes, including project reporting and budget tracking.
- ❖ Proficient in the use of Microsoft Office; knowledge of Eventbrite, or comparable contact management and event management software.

The position is full-time, exempt, based in Washington, DC and offers excellent benefits. Salary is competitive and based on qualifications and experience.

How to Apply

Please reference the position of Grants/Project Manager in the subject line and send (1) a personalized letter describing your interest in and qualifications for this position, (2) a resume, (3) your salary history and requirements, and (4) at least 3 professional references, at least one of them a past or current supervisor, to: JOBS@EdExcelencia.org