

Community Shelter Board is looking for a Grants and Compliance Director. CSB is an award-winning non-profit organization leading a community effort to make sure everyone has a place to call home. Our Grants and Compliance Director makes sure funder contractual obligations and requirements are met, partner agency contractual arrangements are in the best interest of the organization, and program funds are administered according to applicable regulations, standards and guidelines to ensure financial and legal accountability.

CSB offers a competitive salary and a highly unique benefit package:

health, dental & vision insurance • employer-funded flexible spending accounts • life insurance
401(k) plan with up to 10% employer contributions • lifestyle spending account for personal growth
5 weeks paid time off • 10 paid holidays • hybrid work environment • healthy work/life balance
strengths-based culture • active diversity, equity & inclusion program
dynamic leadership development program

Qualifications include:

1. Five years or equivalent experience in a related field, three of which must be as a supervisor.
2. Bachelor's degree in Accounting or Business Administration.
3. Experience working in a not-for-profit setting and with not-for-profit accounting strongly preferred.

Multi-tasking, prioritizing and project management skills are key. A successful candidate must have strong attention to detail and organization skills with the ability to maintain several projects simultaneously, meet multiple, competing deadlines and perform well under pressure. Excellent knowledge of federal OMB standards and compliance is a must.

Learn more about CSB at www.csb.org. Interested applicants should submit resume and cover letter through [LinkedIn](#). Community Shelter Board is an Equal Opportunity Employer and conforms to all applicable employment practices. We strongly encourage diverse applicants to apply.

Title of Position: Grants and Compliance Director **Pay Range:** \$80,000 - \$110,000

Status: Exempt, full-time

Benefits: Medical, prescription, dental, vision, life, disability, retirement plan, Section 125 benefits plan, and paid leave.

Reports to: Associate Director

Unit: Grants and Compliance Administration

BASIC FUNCTION

This position is responsible for management of public funders, UWCO, and partner agency contract administration and compliance by ensuring contractual obligations are met.

EFFECT ON END RESULTS

This position is primarily concerned with the achievement of the goals for the organization by ensuring Funder contractual obligations and requirements are met, partner agency contractual arrangements are in the best interest of the organization, and program funds are administered according to applicable regulations, standards and guidelines to ensure financial and legal accountability.

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Job Description

**Grants and Compliance Director
Columbus, Ohio**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1) Directs grants management activities of the agency including public and United Way of Central Ohio funder requirements, budget preparation and monitoring, contracting, invoicing, and reporting.
 - a) Understands the financial and legal requirements of funders and ensures that those requirements are met in the allocation and use of program funds.
 - b) Reviews allocation of funds to appropriate agency programs and ensures allowability, eligibility, and reasonableness of program costs.
 - c) Maintains and manages contracts with all public funders and United Way of Central Ohio.
 - i) Coordinates application processes and monitors funder awarding processes to ensure efficient and timely funder approval and contracting.
 - ii) Routinely corresponds with funders.
 - iii) Requests budget amendments or modifications as needed.
 - iv) Manages and updates Funder Status Reports monthly.
 - v) Ensures contract compliance.
 - vi) Coordinates and oversees on-site monitoring visits by funders and follows up with the Funder, as needed.
 - d) Responsible for timely preparation and submission of accurate public and United Way of Central Ohio funder reports
 - i) Maintains and updates staff on Funder status and reporting requirements
 - ii) Updates Funder Invoice & Reporting tracking sheet, as needed
 - iii) Creates invoice/report timelines and facilitates communication with departments to produce a final product for submission in a timely manner.
 - iv) Reviews funder invoices and reports for compliance with funder requirements.
 - v) Follow up with funders on over-due payments based on finance department tracking of expected receipt dates.
- 2) Ensures monitoring, compliance, and spending of funds are in accordance with HUD HEARTH requirements for Emergency Solutions Grant and Continuum of Care programs in accordance with the Unified Funding Agency designation (both federal and state).
- 3) Directs and coordinates activities of partner agency grant administration including Gateway, contracting, invoicing, PR&C, technical assistance, organizational indicators, and annual reports.
 - a) Oversees the coordination of the fair and appropriate administration of Gateway application procedures.
 - b) Oversees the administration of the partner agency contract activities.
 - c) Ensures the fair and appropriate administration of partner agency program review and certification (PR&C) process in accordance with CSB PR&C Standards and HUD HEARTH requirements.
 - d) Oversees monitoring of the financial health of partner agencies through compilation of organizational indicators.
 - e) Monitors partner agency expenditures of awards to ensure efficient and effective usage of available allocations.
 - f) Manages production of annual report summaries.
 - g) Oversees monitoring of the partner agencies to assure compliance with all applicable contracts, regulations, and laws governing non-profit operations.
 - h) Ensures appropriate partner agency grant close out procedures are followed.
 - i) Ensures technical assistance is provided to partner agencies.

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Grants and Compliance Director Columbus, Ohio

- 4) Assists with the annual HUD Continuum of Care application.
- 5) Oversees coordination with outside legal counsel related to grants administration, as needed.
- 6) Manages Grants Administration-related Board of Trustees documents and provides support as needed.
- 7) Supervises Grants Administrators and all work products. Responsible for hiring, conducting performance evaluations, disciplinary measures, and terminations with the support of supervisor.

OTHER FUNCTIONS

- 1) Backup for Grants Administrators
- 2) Works with high level administrators/managers and can effectively, accurately, and appropriately communicate information as required.
- 3) Prepares and makes recommendations based on financial analyses and assists with the annual budget preparation.
- 4) Works with Finance Administration to properly allocate funds as part of the monthly fund allocation review.
- 5) Active participant in Directors' Group.
- 6) Adheres to CSB Policy and Procedures.
- 7) Other duties and projects as requested.
- 8) Contribute to an atmosphere of dignity, respect, and diversity, and adhere to CSB's Code of Conduct. Ensure equal treatment of others without regard to race, religion, color, national origin, ethnicity, ancestry, sex, sexual orientation, gender identity and expression, age, disability, veteran status, familial status, or socio-economic status.

Key Leadership Competencies

- 1) Able to process large amounts of information from multiple sources and timely and accurately presents the information to supervisors, funders, partner agencies, and other staff.
- 2) Truthful, direct, and honest individual who maintains confidentiality and sensitive information.
- 3) Can perform tasks with minimal information and background and can effectively utilize available resources to complete tasks within the designated timeframes and effectively respond to crises.
- 4) Manage multiple projects with other staff members to achieve an end product and can effectively prioritize duties and plan for future projects and organizational needs.
- 5) Plans for monthly, annual, and impromptu projects in a timely manner and effectively coordinates staff time, submission of work products, and completion of projects.
- 6) Effectively manages staff time, prioritizes for more urgent projects as needed, and can evaluate effectiveness of processes to make changes or recommendations in the future.

SKILLS, KNOWLEDGE, AND ABILITIES

Management

1. Good time management skills.
2. Ability to establish credibility and be decisive but able to recognize and support the agency's needs and priorities.
3. Demonstrated ability to accurately attend to detail.
4. Ability to multi-task and maintain multiple projects simultaneously.
5. Ability to meet multiple, competing deadlines.
6. Excellent communication skills, both oral and written.
7. Excellent organization skills.

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Grants and Compliance Director Columbus, Ohio

8. Ability to independently assume responsibility for the overall needs of Finance & Grants Administration department projects.

Technical

9. Demonstrated skill in the management of contracts/grant awards.
10. Excellent knowledge of federal OMB standards and compliance.
11. Knowledge of accounting, GAAP, and government funding preferred.
12. Proficiency in MS Office (Word/Excel/Access/Outlook) necessary.
13. Excellent knowledge of grant budgetary preparation and the preparation of reports for not-for-profit agencies.

PHYSICAL OR MENTAL DEMANDS

1. High energy level, comfortable performing multi-faceted projects in conjunction with normal activities.
2. Strong analytical and reasoning abilities.
3. Superior numeric skills.
4. Well-developed interpersonal skills; ability to get along with diverse personalities; tactful, mature, flexible.
5. Quick learner – able to grasp and oversee all grants administration functions and comfortable in a fast-paced environment.
6. Ability to multi-task and maintain/oversee multiple projects simultaneously.
7. Positive and participative management style.
8. Ability to establish credibility and be decisive but able to recognize and support the agency's needs and priorities.

MINIMUM QUALIFICATIONS:

4. Congruence with agency mission and values.
5. Five years or equivalent experience in a related field.
6. Valid Ohio driver's license, proof of automobile insurance, and pass a criminal background check.

PREFERRED QUALIFICATIONS:

7. Bachelor's degree in Accounting or Business Administration plus 5 years' operational experience in related field, three of which must be as a supervisor.
8. Experience working in a not-for-profit setting and with not-for-profit accounting strongly preferred.

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