

## POSITION DESCRIPTION



**JOB TITLE:** Grants and Contracts Manager

**REPORTS TO:** Executive Director

**COMPENSATION:** \$55,000 – 60,000. Full time (40/hrs/week) includes Dental, Vision, and Health insurance, 5 PTO Days (in year 1), 2-week winter break, 10 holidays & 403(b) Retirement plan

**LOCATION:** MICOP Administrative office, Oxnard, CA

**Application Deadline:** Please send a cover letter and resume to Donna Foster, Operation Manager, at

[donna.foster@mixteco.org](mailto:donna.foster@mixteco.org) Position open until filled.

### About the position

The Grants and Contracts Manager will manage grants through their life cycle and ensure proper due diligence for all grants and contracts. The manager will research funding opportunities, monitor grant and contract budgets, reporting dates, and renewal dates for all of MICOP's grants and contracts. The manager will work with the finance team, and project managers and supervisors to assure that grants and contracts are meeting their goals, deadlines, and budget requirements.

**Organization Summary:** Founded in 2001, Mixteco/Indígena Community Organizing Project (MICOP) supports, organizes and empowers the indigenous migrant communities of California's Central Coast through improved access to health and community resources, community organizing, language interpretation, education, direct assistance, cultural promotion, and our indigenous-led Radio Indígena community radio station. MICOP offers a fast-paced, multilingual and multicultural work environment dedicated to carrying out our mission.

### Position Summary:

The Grants and Contracts Manager will identify new sources of funding, manage overall grant efforts, ensure compliance with grant regulations, review grant proposals, manage grant databases, educate staff on grant and contract expectations, and assist with financial reporting.

### Key Duties and Responsibilities:

- Work with grant writer to determine funding needs
- Work with finance department to gather information necessary to report to corporate/foundation funders on current grant programs.
- Comply with all grant reporting as required by foundation/corporate donors.
- Understanding of institutional history and programs.
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Manage work flow process for all types of foundation grants and contracts, ensuring impeccable timeliness and accuracy of all relevant data fields
- Coordinate with program managers and supervisors to create fastidious and timely reports as designated by requirements of the grant or contract
- Implement and maintain new grants management and donor portal software; master and manage software to meet requirements and ensure data integrity, ensure program managers and supervisors and other relevant staff are properly trained
- Develop, maintain, and ensure proper grants management procedures are in place and consistently followed, including but not limited to due diligence procedures, grant reporting, award letters, grant agreements, and procedures to ensure availability of funds
- Oversee nonstandard grant transactions and anomalies related to grantmaking
- Coordinate and collaborate with other internal teams, including the finance/accounting, program, and development departments
- Be the primary contact for contract and grantee relations
- Review grant reports, and grantee award letters
- Oversee and ensure all multi-year grants are entered and tracked appropriately
- Oversee grant reporting and analysis
- Carries out any additional assignments required to fulfill MICOP's mission

## Qualifications and Experience

- Attention to detail.
- Knowledge of fundraising information sources.
- Strong contributor in team environments.
- Ability to understand the needs of both the agency in need of funding and the organization that is offering the grant money.
- Great organizational skills.
- Being able to understand and execute complex instructions.
- Outstanding computer skills.
- Bilingual English/Spanish preferred.
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Able to monitor and meet income goals.
- Bachelor's degree in a relevant field
- Mathematical literacy and mastery of basic accounting concepts
- Strong skills managing processes, and timelines
- Proven ability to track and manage several projects and processes simultaneously
- Highly effective oral and written communicator with the ability to adapt to a wide range of communication styles
- High level of demonstrated accuracy
- Exceptionally motivated, organized and detail-oriented; team player with a willingness to help where required
- Ability to work both under supervision and independently
- Professionalism and discretion

Employee Status: Exempt

*We know there are great candidates who may not fit into what we've described above or who have important skills we haven't thought of. If that's you, don't hesitate to apply and tell us about yourself. We are dedicated to improving our organization. We are committed to diversity and building an inclusive environment for people of all backgrounds and ages. And we are taking steps to meet that commitment. We especially encourage members of traditionally underrepresented communities to apply, including women, people of color, LGBTQ people etc. MICOP is an Equal Opportunity/ Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.*