



Job Announcement

Los Angeles, CA

Job Title: Grants & Contracts Compliance Manager

Full Time Position – Exempt (Hybrid Position)

Salary Range: \$75-\$90K

General Description:

The Urban Peace Institute (UPI) is seeking a highly qualified Grants & Contracts Compliance Manager to work with the finance team to manage government, public and private contracts, and grants. The Manager will serve as the primary administrator for the grant/contract management process and provide training to staff to ensure alignment of outcomes. The Manager will ensure accurate, timely, and efficient management of all contracts and grants which includes review of awards and correspondence with granting entities, leading the pre and post award process, maintaining all grant/contract agreements and MOUs, work with the finance team to track/invoice payments, produce finance reports, and monitor contract/grant activities and deliverables to close.

Responsibilities include, but are not limited to:

- Grants and Contracts Compliance Manager will work toward ensuring that leadership and employees are complying with all applicable grant/contract rules and regulations; this includes ensuring that all organizational policies, procedures and trainings are developed and maintained;
- Responsible for the direct supervision, performance, monitoring, and procurement activities of the compliance department;
- Experience preparing and reviewing contracts and other documents for completeness, accuracy and compliance with regulations and procedures;
- Experience managing cost reimbursable contracts, budgets and invoices and foundation grants;
- Knowledge of grant-based accounting, fund accounting and fiscal grants management of federal and non-federal funds;
- Demonstrated organization skills and proven ability to work independently, manage multiple projects and priorities within a multi-disciplinary team environment, and be a problem solver;
- Coordinate with the finance department on financial components pertaining to grants and contracts, such as reimbursements and closeout procedures to ensure that all eligible expenditures have been reimbursed;
- Prepare written reports, both internal and external, regarding individual contracts; groups of similar contracts; contract policy and procedures; problem areas or changes in rules and regulations;
- Ensure policies and procedures and relevant documents and processes are consistently, effectively and efficiently managed within the department and across the organization;
- Identify potential compliance vulnerabilities through annual risk assessment activities, develop and monitor corrective action;
- Strong written, verbal, and presentation communication skills;
- High level of attention to detail.

Qualifications:

- **Government Grants/Contracts experience a must.**
- Bachelor's degree in finance/accounting, contract management, public administration or related field;
- **Three (3) years** of professional business administration, grant and contract administration, or related work experience, or any equivalent combination of education, training and experience;
- Experience administering federal and other public grants and contracts;
- Experience with nonprofit budgeting and administrative functions;
- Exceptional orientation to detail and obsession with accuracy;
- Ability to develop multiple budgets, analyze financial statements and data, and collaborate with program staff to align the program services with the grant allocation;
- Advanced word processing skills and proficiency in accounting software and the Microsoft Office suite programs;
- Passion for improvement of systems and processes, even when no one is looking; Ability to work with a diverse array of staff and community partners;
- Excellent communication and collaboration skills;
- Strong ability to work independently and excellent time management skills.
- Passion for UPI's commitment to issues of social justice and community-based public safety
- Experience with QuickBooks. Proficiency with MS Office.
- Some experience with a nonprofit audit.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Demonstrated commitment to social justice and a disposition to work in an organization focused on civil rights and equity;
- Demonstrated ability to work effectively with diverse people across the spectrum of socio-economic status, race, ethnicity and gender orientation;

Annual Salary: \$75,000 - \$90,000. Includes health, dental and vision benefits, and generous retirement package. Parking is also included.

*Urban Peace Institute is an "at will" and equal opportunity employer committed to a diverse and inclusive workforce. **Women and people of color are encouraged to apply.** In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.*

Organization Mission & History:

UPI is a leading nonprofit in the field of community safety, just policing, and systems reform to end community and gang violence. For nearly two decades, UPI has worked to develop and implement innovative solutions to address community violence and engage in ground-level system reform. UPI's mission is to create thriving communities by implementing solutions to reduce violence, achieve safety, and improve health. For more information, please visit www.UrbanPeaceInstitute.org

To Apply:

Please send resume and cover letter stating interest in the position specifically detailing: 1) experience with accounting, finance, and/or grants and contract management, 2) why you are interested in working with UPI, and 3) commitment to urban peace issues and/or social justice to:

ATTN: Tim Shugrue, Finance Director

1910 W. Sunset Blvd., Suite 800, Los Angeles, CA 90026

Or e-mail to: tshugrue@urbanpeaceinstitute.org

Application Deadline: Open Until Filled