



**COMMUNITY
FARM
ALLIANCE**

P.O. Box 130.
Berea, KY 40403
(859) 756- 6378

GRANTS MANAGER

2022

The *Grants Manager* is a full-time Community Farm Alliance (CFA) employee and a member of CFA's Administrative team that includes the Executive Director, the Deputy Director for Programming and the Administrative and Resource Manager. CFA's Administrative team is responsible for supporting the directives emanating from the Board of Directors for the organization's consistent achievement of its mission, financial objectives, and administration.

The *Grants Manager* maintains narrative and financial grant reporting obligations, provides administrative oversight, and leads the management of CFA's portfolio of private, state, and federal grants. The *Grants Manager* works closely with the Deputy Director for Programming and the Administrative and Resource Manager (ARM) related to grant management, staff time management, accounting and reporting, and grant compliance.

GENERAL RESPONSIBILITIES:

- Contributes content as needed to communications via print, web, and social media, enhancing the quality of the communication systems where possible
- Collaborates with CFA's staff team, CFA members, allied organizations, businesses, community leaders, institutions, policy makers, and the media to advance the mission and goals of CFA
- Assists as needed CFA's staff team with additional duties including, but not limited to, preparing for the annual membership meeting and fundraising events, and mass mailings

FOCUSED RESPONSIBILITIES:

Grant Management

- Maintains and upgrades CFA's comprehensive grant management and reporting systems
- Leads grant financial management, including maintaining grant specific balance sheets, monthly grant reconciliation, keeping accurate records of grant spending, monitoring, compiling and submitting grant reimbursement requests, and ensuring that all spending is in accordance with grant budgets and agreements
- Reviews salaries being charged to individual grants and adjusts tracking systems to ensure correct allocation
- Serves as a key player in the issues of grants/projects accounting and management to ensure accurate coding of expenses and full compliance with Generally Accepted Accounting Principles and other donor regulations
- Coordinates with CFA staff and grant partners in the development and preparation of timely grant and organizational reports
- Leads the preparation and submission of grant invoices and progress reports
- Ensures complete documentation of funding awards, including documentation related to grant initiation, such as developing and/or executing MOUs with funders and/or project partners

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- Assists in monitoring grant timelines, finances, and outcomes
 - Oversees, maintains, and upgrades the collection of data required for grant reporting and grant development including: quarterly staff questionnaires, metric trackers, and other outcome and financial databases
 - Communicates grant-related information with staff as needed

Organizational Development

As a member of CFA's Administrative Team, the *Grants Manager*

- Serves as sounding board for the Executive Director and the Deputy Director for Programing
- Helps assess internal organization issues such as
 - Grant management and reporting procedures
 - Staff development
- Supports Network development with other organizations
- Prepares organizational reports for the Board and leadership
- Helps monitor and develop CFA's administrative systems