



ORANGE COUNTY UNITED WAY JOB DESCRIPTION

Job Title: Grants and Contracts Specialist	Reporting To: Senior Manager Grants and Contracts
Department: Grants and Contracts	Position: Full-time/Exempt

Purpose of Position

Orange County United Way seeks a Grants and Contracts Specialist to join our team. Under the direction of the Senior Manager of Grants and Contracts, the Grants and Contracts Specialist will manage incoming grants and contracts that fund the organization's programs, initiatives, and services including 211OC, United for Financial Security, United for Student Success, and United to End Homelessness.

Key Duties and Responsibilities

- Work with program and finance staff in tracking monthly expenditures related to grants and contracts; ensure expenditures are allowable and within grant/contract guidelines
- Compile, prepare, and submit invoices and reports to funders with all required documentation
- Ensure receipt of reimbursements from funders and process payments with finance
- Work with finance department to support necessary audit records
- Monitor activities, deliverables, and expenditures to ensure the organization is in compliance with new and existing grants and contracts; recommend appropriate action to enforce compliance where necessary
- Maintain an understanding of federal, state, and local regulations relating to grants/contracts
- Ensure gift recognition is sent to funders
- Work with marketing staff to support social media, print ads, and other opportunities for funder recognition
- Compile monthly programmatic reports
- Manage grants database and keep opportunities and deliverables up to date
- Support funding proposals and grant applications
- Provide guidance to staff regarding awarded terms, conditions, and regulations
- Develop and maintain record-keeping systems to ensure deliverables
- Gather statistical data and other information required
- Meet in person with grantors, team members, and other partners
- Maintain confidentiality of sensitive and confidential matters and information
- Perform other duties as required. Responsibilities may change under manager discretion.

Core Competencies

- Effective written and oral communication skills
- Attention to detail
- Experience establishing effective working relationships
- Understanding of financial procedures
- Ability to compile and analyze data
- Effective communicator over the phone, in person, and in writing
- Strong organizational and time management skills
- Proficient in Microsoft Office (Word, Outlook, Excel, Teams, etc.) as well as Zoom and database systems



Job Requirements /Technical Knowledge

- Bachelor's degree preferred
- Experience in grants/contracts management and fiscal reporting preferred

Employment Standards

- Commitment to the mission and values of the organization
- Self-motivated and able to work effectively with minimal supervision
- Ability to represent program and Orange County United Way with public/private partners
- A team player who is inclusive, flexible, creative, and energetic
- A decisive and resourceful individual with the willingness to accept responsibility and take charge of results; able to work successfully with limited resources
- Reliable internet connection and a quiet workspace free of disruptions
- Must be available to work flexible hours, including some evenings and Saturdays
- Access to a car, California Driver's License, car insurance and a satisfactory driving record are conditions of initial and continued employment.

Compensation

Commensurate with experience, education, and market, \$64,480-\$70,000/year. Competitive benefits.

Physical Demands

Physical demands are representative of the requirements necessary for an employee to successfully perform the essential functions of this position. The employee is required to actively listen and communicate clearly. The employee is required to publically speak. The employee is required to move from one location to another. Vision abilities required by this job include close and far. Ability to operate a computer keyboard and mouse, and lift files and reports is required. Employee must be able to lift and carry 25 pounds.

Send Resumes To:

recruiting@unitedwayoc.org
Orange County United Way
18012 Mitchell South, Irvine, CA 92614
www.unitedwayoc.org