



**ORANGE COUNTY UNITED WAY  
JOB DESCRIPTION**

<b>JOB TITLE:</b> MANAGER, GRANTS AND CONTRACTS	<b>REPORTING TO:</b> SENIOR DIRECTOR, GRANTS AND CONTRACTS
<b>DEPARTMENT:</b> STRATEGY	<b>POSITION:</b> FULL-TIME / EXEMPT

**Purpose of Position**

The Manager, Grants and Contracts plays a pivotal role in overseeing the full lifecycle of grants and contracts, ensuring strict adherence to compliance standards across federal, state, local, and private funding sources. This position supports Orange County United Way's strategic initiatives—United for Student Success, United for Financial Security, United to End Homelessness, and 2-1-1 Orange County (211OC)—by ensuring timely and accurate monitoring, reporting, and fiscal accountability. Acting as a key liaison among program teams, finance, and external funders, the Manager ensures transparency, integrity, and excellence in grants and contracts administration.

**Key Duties and Responsibilities**

- **Grants & Contracts Compliance**
  - Ensure full compliance with all grant and contract terms, including deliverables, deadlines, performance metrics, and cost allowability.
  - Maintain up-to-date knowledge of relevant regulatory frameworks, including the Code of Federal Regulations.
  - Collaborate with program teams to align service delivery with contractual obligations.
  - Conduct internal audits of documentation and data to verify compliance and readiness for external review.
- **Budget Monitoring & Financial Oversight**
  - Partner with Finance and Accounting to monitor budgets, ensuring accurate allocation, cost eligibility, and timely fund drawdowns.
  - Review and validate invoices, budget amendments, and financial reports prior to submission.
  - Support financial forecasting and scenario planning related to grant funding.
  - Data Management & Reporting
  - Lead the collection, organization, and analysis of programmatic and financial data across initiatives.
  - Maintain and enhance grant tracking systems, dashboards, and reporting tools.
  - Prepare comprehensive interim and final reports that reflect both programmatic impact and financial stewardship.
- **Fund Development Support**
  - Conduct research to identify new funding opportunities and expand revenue streams.
  - Assist in the development and submission of grant proposals and applications.
  - Provide strategic input on proposal narratives, budgets, and compliance requirements.
  - Cross-Functional Collaboration



- Work closely with program teams to ensure grant activities align with organizational goals and strategic priorities.
- Support Development staff with grant-related documentation and reporting.
- Serve as a subject matter expert on compliance, reporting standards, and budget monitoring best practices.
- **Administrative & Systems Management**
  - Maintain centralized, audit-ready grant files (electronic and/or physical).
  - Utilize advanced Excel skills to develop budget tracking tools, reporting templates, and compliance checklists.
  - Leverage CRM and database systems (e.g., Salesforce, Andar, Intacct) to monitor performance and track deliverables.
  - Continuously evaluate and improve grants administration processes for greater efficiency and accuracy.
  - Support additional duties as assigned.

#### **Job Requirements /Technical Knowledge**

- Bachelor's degree or equivalent experience in grants administration, compliance, or contract management within nonprofit, government, or philanthropic sectors.
- Proficiency in Microsoft Office Suite (Word, Outlook, Excel, Teams), Zoom, and online grants management platforms.
- Demonstrated experience in fund development and grants/contracts administration, including knowledge of federal, state, and private compliance requirements.
- Strong understanding of applicable codes, statutes, and regulations.
- Ability to interpret and apply legal and regulatory frameworks to operational and reporting processes.
- Solid grasp of financial principles, including budgeting, invoicing, and cost allocation.
- Proven ability to analyze complex data sets and coordinate multifaceted reporting projects.
- Skilled in identifying operational inefficiencies and implementing process improvements.
- Reliable internet access and a dedicated, distraction-free workspace.
- Flexibility to work non-standard hours as needed.
- Valid California Driver's License, access to a personal vehicle, current insurance, and a satisfactory driving record (required for employment).

#### **Compensation**

- Commensurate with experience, education, and market, \$70,500-\$85,000. Competitive benefits.

#### **Core Competencies**

- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions; participates in meetings.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.



- **Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration, regardless of status or position; accepts responsibility for own actions; follows through on commitments.
- **Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.

### **Company Standards**

All employees, in performing their respective tasks and duties, are to perform quality work within deadlines, with or without direct supervision; interact professionally with other employees, customers, and suppliers; work effectively as a team contributor on all assignments; and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations. Willing to embrace change and new technologies. Commitment to the values and mission of Orange County United Way.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently required to be able to remain in a stationary position 75% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, records, and office machinery. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine and computer printer. Occasionally ascends/descends stairs, and constantly positions self to maintain computers in the office, including under the desks. The person in this position frequently communicates with coworkers and customers who have inquiries about our business operations and the community we service; therefore, the person must be able to exchange accurate information. The employee must occasionally lift and/or move up to 25 pounds.

### **Send Cover Letter and Resume To:**

[recruiting@unitedwayoc.org](mailto:recruiting@unitedwayoc.org)

Orange County United Way  
18012 Mitchell South, Irvine, CA 92614

[www.unitedwayoc.org](http://www.unitedwayoc.org)