

Grant Administrator

St. Vincent de Paul Society of Marin County, CA, a charitable, social services organization, is seeking a highly organized and self-motivated individual to join our passionate and committed team as our new Grant Administrator. The position is full time, 40 hours per week.

Hunger, poverty and homelessness hurts everyone. At St. Vincent de Paul, our mission is to work every day to help each person one step at a time with food, housing and crisis assistance to restore dignity and a chance for a better life. We are affiliated with one of the oldest and most effective charitable organizations in the world, the Society of St. Vincent de Paul, a Catholic lay organization of nearly 700,000 people world-wide.

This Grant Administrator position is responsible for managing our grants through their lifecycle and ensuring proper reporting and stewardship in accordance with funding guidelines.

This newly-created position will ensure that St. Vincent de Paul's grant related processes, documents, procedures, and implementation are executed professionally, efficiently, on schedule and in a manner consistent with best practices. The Grant Administrator will gather information from various sources and interpret patterns and trends to present their analysis. That analysis will be used to improve relationships with the county, client services deliveries, and ensure St. Vincent de Paul is living up to its mission of serving all people with dignity.

The ideal candidate will be enthusiastic, organized, dependable, and have a passion for working in a fast-paced team-oriented environment. The person will be comfortable working with numbers as well as writing reports with accuracy and attention to detail. While the Grant Administrator reports to the Director of Development, this person will collaborate closely with colleagues from other departments to ensure success of the grant administration process. Primary duties include:

- Provide administration for the full grant cycle including receiving, assessing, tracking, payment/check requests, documenting all inquiries and/or proposals; assuring that submitted documentation meets all County and legal requirements
- Track and manage all grants/funding streams to ensure fund compliance and deadlines are met per funder's guidelines, including expense tracking
- Collaborate with the finance team and program managers on audit inquiries, budgeting inquiries, grant expenditure tracking inquiries and expenditure precedents
- Complete regularly scheduled reports as required for grants including but not limited to: Rapid Re-Housing, CalWORKs, Diversion, Prop 47 and HOT
- Ensure all grant services, deliverables, and reports are completed in accordance with award deadlines
- Be the primary person responsible for processing and printing checks for grant-funded programs, including money transfers and deposits
- Maintain knowledge of cash flow in account and communicate cash needs to Finance Department
- Assist colleagues to identify positive outcomes and gaps in SVDP's delivery of services to clients

- Commitment to the Society of St. Vincent de Paul goals and a desire to work for a social service agency serving the poor.

To be successful in this position the ideal candidate will have the following:

- Strong project management skills
- Excellent time management skills with a results-oriented focus, and ability to prioritize and manage multiple tasks and deadlines concurrently
- Highly organized – demonstrated ability to maintain files, schedules, reports, etc.
- Effective oral and written communicator with the ability to adapt to a wide range of communication styles
- Flexible, self-motivated, detail oriented with the ability to work with large amounts of data
- Proficient in MS Excel, Word and PowerPoint, web-based applications
- Bachelor's degree from a four-year college or university preferred but not required
- Knowledge of government guidelines for the use of funding (such as CDBG, HOME, ESG, HOPWA, CARES Act and/or others) is preferred
- Familiarity with BitFocus and HMIS/Clarity a plus
- Sense of humor a plus!

If you are seeking work that is more than just a job, one that gives you the opportunity to give back to others and your community, then our St. Vinnies family may be the place for you.

Please submit resume and cover letter to recruiting@vinnies.com