

We bring people and resources together
to solve problems too big for any of us to solve alone.



UNITED WAY OF SOUTH HAMPTON ROADS

Title:	Grants Finance Specialist
Reports To:	Chief Operating Officer
Date Created:	October 2022 (Salary \$51,000 – \$55, 000)

Why Work for United Way:

Do you want to leave work every day knowing that you made an impact? At United Way of South Hampton Roads, you'll work in a fun and supportive environment where every day is a new opportunity to make a difference. If you talk to our employees, the single trait we all have in common is passion. We love what we do, and we do it with conviction and purpose because we know how much our community needs us. You'll learn from some of the best in the business and be constantly challenged in an ever-changing industry. If you want to be great while doing good, join the United Way team.

Objectives & Expectations:

The Grants Finance Specialist will work with a cross-departmental team to help ensure success at meeting the UWSHR's grants goals and reporting requirements. They will perform a variety of financial and grant management functions, including communicating with Directors, Coordinators, and Program Managers in order to develop and modify project-specific budgets, invoicing, producing financial reports for funders, monitoring program budgets/ensuring funds are expensed in a timely manner, and preparing reimbursement requests according to funders' specifications by established deadlines. This Specialist will assist all grant-funded staff in the tracking and reconciliation of monthly expended grant hours against grant budgets. In addition, they will provide administrative oversight of the Emergency Food and Shelter Program.

The Grants Finance Specialist must believe and exemplify United Way of South Hampton Way's mission, vision, and values, including maintaining confidentiality when working with sensitive and personal information, and a sensitivity and respect for cultural diversity.

Commitment to Diversity, Equity, and Inclusion:

We take the broadest possible view of diversity.

We value the visible and invisible qualities that make you who you are.

We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for the health, education, and financial stability of every person in every community.

We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.

We strive to include diversity, equity, and inclusion practices at the center of our daily work.

We commit to using these practices for our business and our communities.

Cultural Competence:

The Grants Finance Specialist adapts a lens of cultural competency that conveys empathy, support, and an understanding of the people with whom they work (both internally and externally), unite, and serve. This competency helps to build trust and effective engagement, cultivate stronger relationships, expand our organization's reach, and more effectively and respectfully connect with people regardless of background.

Core Competencies are characteristics that all employees are expected to exhibit as a member of the UWSHR team. These include:

- **Mission Focused:** The top priority is creating real social change that leads to better lives and healthier communities.
- **Relationship Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** Understands his/her role in growing and protecting the reputation and results of the organization, and thus, the greater network.

Duties and Responsibilities

1. Grant Assistance

- Work with team on budget creation for applications.
- Work with team on budget reporting for grant reports.
- Track and manage grant cash flow in partnership with programs team and Finance.
- Serve as a resource on grant administration to team members as needed, including assistance with placing material orders, etc.
- Ensure grants are set up and recorded in the accounting and donor databases.
- Ensure cost-sharing requirements are fulfilled.
- Compile information and documents needed for audit inquiries.
- Assist with providing organizational information needed for team members writing grant proposals.
- Participate in and contribute to process improvements.

2. Emergency Food and Shelter Program

- Monitor EFSP website for information regarding report deadlines, new funding releases, and any letters or notices related to funding.
- Schedule Quarterly EFSP Board Meetings in coordination with EFSP Board Chair.
- Ensure that processes related to funding requests are completed.
- Communicate with recipient organizations regarding funding requests, reporting deadlines, etc. as needed.
- Other EFSP duties as assigned.

3. Invoicing for funds

- Coordinate approval for all incoming invoices with Directors, Coordinators, and Program Managers as appropriate to ensure they are received by Finance for timely payment.
- Assist Finance staff in reconciling any questions on invoices and/or payments.
- Prepare invoice and backup documentation for submission to funding sources as appropriate.
- Compare monthly and year-to-date amounts on invoices to program budget reports from accounting system.
- Obtain approvals on prepared invoices from appropriate team members.
- Submit invoices to funding sources in a timely manner.

4. Budget Monitoring

- Assist Directors, Coordinators, and Program Managers in monitoring budgets to foresee areas of concern regarding under or overspending by providing projections and forecasts monthly.
- Assist COO in monitoring receipt of revenues.
- Assist in identifying and correcting errors in coding of revenues and expenses.
- Assist COO in closing out and balancing end of year totals and carry over amounts.

Qualifications

- Basic accounting knowledge required. Degree in Business Administration, Human Services, or related field preferred.
- Previous work experience with grants required.
- Advanced knowledge of MS office software and data base programs required. Data analysis, forecasting, and strategic planning skills are preferred.

Key Skills Requirements

- Collaborative style working in a team environment.
- Highly effective written and verbal communicator.
- Strong computer skills in database management, word processing, spreadsheets, and graphs.
- Organized with high attention to detail. Able to manage compliance for a portfolio of grants with specific timelines and requirements for each funder.
- Comfortable working with data and outcomes to help tell the story of our impact.
- Experience working in the nonprofit sector a plus.
- Tech savvy. Comfortable learning new technologies. Willing to learn our database systems and help others (training will be provided for you on specific systems). Knowledge of MS Office Suite, database applications, and fundraising software is a plus.
- In partnership with Finance, able to understand financial documentation, grant budgets, and cash flow requirements.
- Ability to read and interpret funder documents (for example, grant reporting guidelines) and help the organization comply, in partnership with other departments.
- High discretionary skills in maintaining confidentiality when working with sensitive and personal donor or program information.

Working Environment

Typical office environment with some time spent in outside meetings. Nights and weekends may be required for special events or meetings.

Physical Requirements

- This job may require exerting up to 20 pounds of force frequently and/or a negligible amount of force constantly to move objects.
- Worker must frequently talk, hear, and use typical office equipment.
- Worker sits most of the time; routinely required to walk and occasionally travel by car.
- Ability to provide personal transportation.
- Ability to operate a computer for extended periods.

Interested? Please send a cover letter and resume to humanresources@unitedwayshr.org. We will continue accepting applications until the position is filled.