



Grants and Financial Administrator Job Description

Job Title: Grants and Financial Administrator

Position Type: Full-time

Classification: FLSA Exempt

Reports To: Executive Director

Position Overview: The Grants and Financial Administrator will be responsible for developing and overseeing a sustainable grants management program including fiscal and programmatic reporting responsibilities. They will also assist the Executive Director and the Board of Directors by providing logistical support for bookkeeping, fundraising, and donor management.

Mandatory Training:

- 20-hr Crisis Counseling/Dynamics of Domestic Violence and Sexual Assault Training Offered by Center for Domestic Peace

Grants Work Description:

- Administer all aspects of CDP's grants management program.
- Support CDP's budget creation, budget projections, and analysis of expenditures.
- Prepare and manage the budget for the grants management and fundraising budget.
- Research potential funding sources.
- Assist in preparing and submitting grant applications and track pending applications.
- Ensure complete documentation of funding awards.
- Manage grant timelines and deliverables.
- Work with program/project directors and the Executive Director to comply with funders' terms and conditions, to monitor spending and requested amendments, and to plan spend-out.
- Prepare, review, and distribute grant progress and financial reports. Document and address issues that require attention and further discussion.
- Work with staff and CDP accountants to ensure timely and accurate processing of payables, deposits, and billings.
- Review salaries being charged to projects and adjust as necessary to ensure correct allocations.
- Ensure compliance with all governmental regulations and policies, and all grant terms and conditions and other requirements.
- Other duties as assigned by the Executive Director

Fundraising Work Description:

- Work cooperatively with the Executive Director and the Board of Directors to increase local fundraising, which may include local marketing and promotional activities.
- Research potential donors.



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- Develop plans to maintain and strengthen relationships with historically loyal donors and supporters.
- Assist with the development of an effective and efficient database of donors and supporters.
- Other duties as assigned by the Executive Director

Minimum Qualifications:

- Minimum 4-year degree in business administration, philanthropy or nonprofit leadership/management or 3-5 years of experience in relevant field(s) with evidence of career progression.
- Possess or obtain a valid North Carolina driver's license (a driving record check will be conducted) and maintain a valid license along with required liability insurance throughout period of employment.
- Resident of Jackson County or willingness to relocate.

Preferred Qualifications:

- Experience with or willingness to learn on-line fundraising platforms or software such as WP Give, Network for Good, or MobileCause
- Experience with or willingness to learn state or federal grant management systems such as GEMS, SAMS, or Payment Management System
- Experience with nonprofits
- Experience with rural communities

Skills/Attributes:

- Good understanding of the dynamics of domestic violence, sexual assault, and victim advocacy/care
- Excellent organizational skills
- Excellent computer skills with knowledge of Word, QuickBooks, and Excel
- Excellent written and verbal communication skills
- Strong leadership skills
- Ability to develop and maintain strong relationships with CDP's donors, grantors, community leaders, and others who support the work and mission of CDP

Essential Functions:

- Work with computer programs and applications, including Word, QuickBooks, and Excel.
- Excellent written and verbal communication
- Strong leadership
- Follow Executive Director instructions and keep them informed of important information and developments
- Work independently
- Understand and support the mission of CDP, and to the extent that you come in contact with CDP's clients, express empathy, show patience towards victims, and maintain a nonjudgmental attitude
- Adhere to CDP policies and procedures and Executive Director directives



Physical Demands:

- The employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms.
- Employees are occasionally required to walk and stand and lift and move records and documents weighing 20 pounds or less. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

- Frequent travel is required across the service areas including Jackson and surrounding counties.
- When not travelling, the incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

Equal Opportunity Employer

- The Center for Domestic Peace is an Equal Opportunity. All qualified applicants will receive consideration for employment without regard to race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliation; National Guard or veteran status, consistent with applicable federal, state and local laws, and regulations. Persons with disabilities requiring accommodations in the application and interview process please call (828) 586-1237.

The Mission of Center for Domestic Peace is to end interpersonal violence in the community through prevention, intervention, and educational services.