Position Title: Grants & Compliance Officers  
Reports To: Community Grants & Compliance Lead (WCRP)  
FLSA Status: Exempt

Summary/Objective
The Grants & Compliance Officer is responsible for the post-award monitoring for assigned WCRP Program awardees Compliance. This includes overseeing compliance of award agreements and budgets and correct use of funds, adherence to award objectives and deliverables, reporting (performance and financial) and monitoring processes, and closeout requirements for assigned WCRP Program awardees.

The Grants & Compliance Officer reports directly to the Community Grants & Compliance Lead.

Essential Functions
1. Provide initial orientation sessions to awardees on basic rules, policies and procedures governing CBDG-DR and Program activities.
2. Provide training sessions to awardees on issue or activity-specific topics (e.g. recordkeeping, budget tracking, invoicing, reporting, monitoring).
3. Provide one-on-one technical assistance to correct or improve specific Program activities, either administrative, financial or programmatic (on-demand)
4. Coordinate with Planning Associates and/or Outreach Coordinators for trainings and technical assistance regarding planning activities and community participation to awardees.
5. Oversee compliance of award agreements, budgets and correct use of funds, performance goals/objectives and deliverables.
6. Conduct QA/QC processes as part of invoicing and fund disbursement.
7. Monitor awardees (includes desk-review of in-house documents and on-site monitoring visits).
8. Ensure all closeout requirements are met for assigned WCRP Program awardees

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Functional Competencies
- Excellent Writing and Verbal Communication Skills
- Fully bi-lingual (English and Spanish)
- Advanced proficiency in basic Microsoft Office suite (including Word, Excel, PowerPoint)
- Community Focused Experience
- Project Management
- Advanced Public Presentation Skills
- Ethical Conduct
- Initiative & Results Driven
- Problem Solving/Analysis
- Federal and Local Grants Experience
- Collaborative Ways of Working

Supervisory Responsibility
This position has no supervisory responsibility.
Position Term

This is a term-limited position for the duration of the Whole Community Resilience Planning Program. Expected program timeline is 2 years, subject to change.

Position Type and Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, 9:00 a.m. to 6:00 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel: Travel is required, but mostly inland as established in Program’s Grant Management Plan.

Required Education and Experience

Bachelor’s degree in related field. Minimum of 2 to 5 years of experience working with communities in Puerto Rico and/or grant management and compliance.

Preferred Education and Experience

Knowledge of federal grant rules and regulations, such as the Code of Federal Regulation (CFR), CDBG-DR guidelines and other directives governing grants management. Experience with Federal and Local grants management and compliance.

Additional Eligibility Qualifications

Excellent Interpersonal skills; Fully Bilingual. Motivated team player who can maintain efficiency and accuracy when multitasking. Previously worked with complex, multi-dimensional projects with a wide variety of stakeholders.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Work Environment

This job operates in an external environment and office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Stress levels are usually high due to job scope.

Physical Demands

This is an active and dynamic role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Non Discrimination Policy
Foundation for Puerto Rico is an equal opportunity employer that prioritizes diversity and inclusion. Employment at Foundation for Puerto Rico is based on individual qualifications without regard to race, color, gender, sexual orientation, religion, creed, age, national origin, physical, or mental disability, marital, or veteran status, political ideology, gender identity, genetic information, or any other legally protected status. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social/recreational programs.

How to Apply

Please go to https://www.foundationforpuertorico.org/careers and submit the job form, including a cover letter not to exceed one page where you detail your experience and why you would be an ideal candidate for this position.