We are looking for talent to join our team as:

Grants Manager

in a dynamic and collaborative workplace.

Job Details:
Provide analysis, post award services, and oversight to ensure compliance with OMB Uniform Guidance and grant specific requirements; serve as a resource for staff of grant funded economic development programs for fiscal and programmatic compliance matters.

Requirements:
College degree in Business Administration, Accounting, Finance or related field preferred. Minimum of three (3) years of progressive experience in federal grant management or similar position is preferred. 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.

The candidate must have:
- Fully Bilingual
- Technical and mathematical skills.
- Proficiency in computers, knowledge in Excel is a must.
- Strong ability to build and maintain relationships.
- Ability to exercise tact and diplomacy in organizational settings.
- Attention to details and Strong Problem Solving & Analysis
- Business Acumen and Ethical Conduct
- Initiative & Results Driven
- Collaborative Ways of Working
- Methodical and strategic thinking.
- Good communication and project management skills.
- Excellent organizational skills.
- Strong writing skills.
- Knowledge of auditing policies.

For more information about Foundation for Puerto Rico and this opportunity visit www.foundationforpuertorico.org