



Position Title: Grant & Contract Compliance Manager

Reports to: CEO/President

Status: Exempt

Salary: \$70,000 - \$80,000 Annually

Work Arrangement: Hybrid

About Minnesota Indian Women's Resource Center (MIWRC)

MIWRC is a non-profit social and mental health services organization committed to traditional ways of being and support of Native women and their families. Founded in 1984, MIWRC provides a broad range of programs designed to educate and empower Native women and their families, and to inform and assist those who work providing services to the community.

Our Mission

To empower Native women and families to exercise their cultural values with integrity, and to achieve sustainable lifeways, while advocating for justice and equity.

Position Summary:

The Grant & Contract Compliance Manager will be instrumental in the extraordinary growth of the industry recognized workforce development nonprofit by creating resources with establishing a portfolio of grants and contracts. The Manager will serve as an inter-departmental liaison responsible for closely collaborating with program staff and agency leadership. The role will be responsible for all communications and grant activities related to the organization. The Grant & Contract Compliance Manager will report to the CEO, as a member of the Management Team and will collaborate with program staff to establish and track meaningful goals, produce outcome reports in a timely manner as required by various sponsors.

General Responsibilities:

The Grant & Contract Compliance Manager acts as a project manager to oversee and manage the life cycle of grants and contracts by performing a wide range of duties including but not limited to the following:

- Maximize public awareness of the mission and the work of MIWRC.
- Create a collaborative grant and contract management process that involves all functional areas (Finance, HR, Programs) in grant/contract preparation, orientation, billing, report preparation, and compliance reviews to meet donor requirements and increase understanding of contractual obligations.
- Collaborate with staff on grant preparation and reporting, including budget development, master grants calendar creation, progress communication with internal staff and external stakeholders, and strategy development to optimize grants management.
- Develop, implement, and maintain a billing process that ensures accurate and timely submission of reimbursement requests and invoices to funders, complete with required documentation for audits and expense reconciliation.



- Establish and maintain financial tracking processes, worksheets, and reports. Partner with Executive, Finance and Program leaders to review spending progress regularly and plan future spending to ensure all funds will be expended by the program end date.
- Provide support to CEO for budget development and financial forecasting.
- Coordinate with Advancement, Finance and Program staff to prepare for successful site visits with program sponsors.
- Include CEO in appropriate donor cultivation and stewardship.
- Participate in Board meetings, staff retreats, and Community Listening Sessions hosted by MIWRC.

Requirements:

- Bachelor's degree in accounting, Business Administration.
- Minimum of 2 years' experience successfully managing Grant Management programs.
- Financial acumen with the ability to develop and monitor budgets and financial reporting.
- Capability to assess situations and make clear decisions in the best interests of the organization.
- Demonstrated organizational, leadership, analytical, and problem-solving skills.
- Excellent verbal, written, and interpersonal communication skills including speech writing and public speaking.
- Strong active listening skills and ability to articulate alignment of organization mission with donor's philanthropic intent.
- Ability to establish and maintain positive working relationships with others.
- Desire to improve living conditions of Native American families in the Twin Cities metropolitan region.
- Ability to work effectively in a mission-driven agency with diverse clients and staff.
- Proficiency in computer skills, including Quick Books Online, Martus, Bill.com, donor database/CRM and financial management software, as well as Microsoft Office 365.

Candidates from diverse backgrounds are encouraged to apply!

To apply for this position, please email a resume and cover letter to hr@miwrc.org. In your email, please note where you saw this position. Position open until filled. *No phone calls, please.*

ONLY CANDIDATES WHO FOLLOW APPLICATION INSTRUCTIONS WILL BE CONSIDERED FOR THE ROLE.

An Equal Opportunity Employer:

MIWRC is committed to attracting and retaining employees with varying identities and backgrounds. The MIWRC provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability status, public assistance status, protected veteran status, sexual orientation, gender identity, gender expression or any other status protected by law.