New Jersey Civic Information Consortium

*Job description*

**Position:** Grants manager  
**Reports to:** Executive director  
**FLSA status:** Exempt  
**Direct reports:** None  
**Posting date:** November 7, 2022  
**Submission deadline:** December 15, 2022

**Overview**
The Grants Manager is responsible for creating and managing the internal structures and processes for grants and administrative functions at the New Jersey Civic Information Consortium.

**Essential duties and responsibilities**

- Help build grants management systems and processes to comply with organizational grant making standards; research grant administration best processes
- Implement and maintain grants management database
- Work with the Program Officer to conduct due diligence prior to grant awards
- Set up and maintain grant files; record-keeping and document management
- Monitor, produce, and distribute grant letters, grant award checks, any other accompanying correspondence, and declination letters
- Identify compliance issues and troubleshoot resolutions
- Track grant report requirements and deadlines
- Respond to routine inquiries regarding grant status, compliance, proposal review process, etc.
- Assist the Interim Executive Director and Program Officer to schedule site visits for, as needed and as requested
- Prepare minutes of board meetings and ensure minutes are provided from committee meetings
- Manage day-to-day administrative functions (e.g. general office support, email, mail, purchasing, meeting/travel logistics)
• Working with the Interim Executive Director and Consortium auditors and consultants, oversee the creation and maintenance of office processes, protocols, and procedures, including electronic and paper record management systems
• Schedule Board and committee meetings; prepare and distribute meeting materials; reserve meeting room, order food, and send meeting reminders.
• Support organization and logistics for special events and convenings
• Special projects and other duties as assigned.

Requirements
• At least five years grants management and office management experience
• Advanced computer and database management skills knowledge of Foundant, MS Office and Google Suite required.
• Experience with project management
• Budgeting and accounting experience are a plus
• Advanced organization, prioritization, judgment, time management, and detail orientation
• Dependable and driven, with a strong work ethic and personal integrity.
• Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
• Comfortable operating in a start-up environment and contributing to building systems and processes.

The Consortium office is at Montclair State University. The job is in person, with some flexibility for remote work.

The New Jersey Civic Information Consortium is an equal opportunity employer. The Consortium reserves the right to modify the job description based upon its needs and may require the employee to perform functions beyond those mentioned above. Neither this job description nor any other communication creates an employment contract between the Consortium and the employee.

The salary range for this full-time position is $60,000 to $80,000, with a full benefits package.

To apply, visit njcivicinfo.org/jobs/apply