



Finance and Grants Management Associate Job Description

The Women's Enterprise Development Center (WEDC) empowers entrepreneurs to build successful businesses by providing high quality training programs, advisory services, and access to capital to generate economic growth in Westchester County and the Hudson Valley. As a Women's Business Center, we offer a full range of programs and services in English and Spanish, including our 60 Hour Entrepreneurial Training Program (ETP), Path to Entrepreneurship Programs, Individualized Counseling, Workshops and Webinars, MWBE Certification Assistance, Inclusive Community Accelerator, Networking Events, Loan Application Assistance, and Advanced Business Training. Through our training programs and services, WEDC opens the door to business ownership for low-to-moderate income women and minorities in Westchester County and the Hudson Valley and enables them to create profitable businesses to support themselves and their families, which we know strengthens our communities and benefits us all.

Position Summary: WEDC is seeking a talented and collaborative individual with nonprofit grant management, general ledger reconciliation and bookkeeping experience to join our organization as a Grants and Compliance Manager.

Reporting to the Director of Finance and Compliance and the CEO, the Finance and Grants Management Associate will oversee all critical aspects of the grant cycle from pre-award to post-award.

Roles and Responsibilities:

Grant and Compliance Management:

- Monitors and coordinates all phases of grants and restricted contributions from award through close-out, including grants administration, compliance, reporting, and compliance with approved budgets, contract terms, and legal or regulatory requirements.
- Ensures grants and contract budgets align with organization's budget and forecasts.
- Works with finance team and program staff to ensure that key processes and systems are in place to manage grant risk assessments and reporting management processes.
- Reviews all proposed grants budgets prior to submission to ensure consistency with proposal requirements; accuracy in the calculation of salaries, direct and indirect expenses; compliance with established regulations; and makes recommendations to program staff for revisions when appropriate.
- Alerts program staff to any required reports to federal/state/local funders and manages development and submission.
- Coordinates with management to ensure compliance with due dates for submission of budget, technical and programmatic reports to federal/state/local agencies.



- Reads all proposed sub-contract and sub-grant agreements and applications to ensure compliance with terms of contract and grant agreements. Actively monitors sub-recipients and serves as liaison between program teams and finance team.
- Maintains documentation of all contracts and grants in collaboration with the program, philanthropy and business staff.

Budget Management and Reporting:

- Engages with relevant staff to monitor personnel salary and benefit data for the purpose of identifying discrepancies, resolving problems and/or issues, and ensuring that expenditures are in line with budget limits.
- Works with managers and other members of the Finance team to streamline internal financial reports and reporting processes to deliver more efficient, more effective, and more useful reports and analysis.
- Collaborates with program staff in development of comprehensive annual program budgets incorporating funding from restricted and unrestricted sources.
- Ensures compliance with current program budgets and spending policies, and proposes improved policies and systems regarding spending guidelines, cost savings, cost allocation, and annual planning.
- Engages with program staff across the organization to monitor and revise program budgets throughout the year and life of project(s)
- Works with members of finance team during annual audit to ensure that relevant information is transmitted to the auditors in a timely manner.

Minimum Qualifications for the Grants Manager position include:

- B.A. or B.S. with 4+ years' experience with financial and grant management, budgeting, and reconciliation.
- Demonstrated understanding of grants management and knowledge of non-profit compliance management working with and interpreting applicable funder rules and regulations.
- Experience in a bookkeeping/staff accountant role at an organization that receives revenue from different sources, such as government agencies, private foundations, and corporations that provide donations.



- Excellent written and oral communication skills; Time management and job prioritization skills
- Ability to manage multiple projects simultaneously and meet time sensitive deadlines. Show a systematic effort to obtain needed data or feedback; and link long-range visions and concepts to daily work, ranging from simple understanding to an awareness of the impact at large on strategies and on choices.

Compensation

- Competitive salary and generous PTO. \$35,000-\$45,000.

Schedule and Work Environment

- This position is 3 days/week, partially remote, with an expectation of 24 hours/week position. WEDC promotes a culture that affords flexibility and calendar control.

WEDC is an equal opportunity employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged to apply.

Interested candidates should send their cover letter and resume to nhahn@wedcbiz.org.