



**The Family Violence Prevention Center, Inc., dba InterAct**

<b>Job Title:</b>	Grants and Data Manager	<b>Job Category:</b>	Full-Time, Exempt
<b>Department/Group:</b>	Planning and Strategic Initiatives	<b>Reports To:</b>	Director of Planning and Strategic Initiatives
<b>Nights/Weekends Required:</b>	Yes	<b>On-Call Required:</b>	No
<b>Lifting Required:</b>	Yes- Up to 20 lbs.	<b>Driving Required:</b>	Yes

**Job Description**

**Job Purpose:**

Each member of InterAct’s staff fulfills an important role in furthering InterAct’s mission of providing safety, support, and awareness to victims and survivors of domestic and/or sexual violence and the entire community, as well as saving lives, re-building lives, and securing safer futures.

Reporting to the Director of Planning and Strategic Initiatives, the Grants and Data Manager has two major areas of responsibility:

- 1) Grants Management: To manage InterAct’s portfolio of all grants received, including government grants, by overseeing the financial and record-keeping side of the grant-making process, working closely with finance staff, program staff, and senior leaders to ensure compliance with all conditions and deliverables of grants and accurate and timely financial and programmatic reporting,
- 2) Data Management: To advance InterAct’s efforts to become more data-driven in its approach to decision-making, program assessment, and identifying service delivery options through the development and management of data systems that capture, utilize, and interpret meaningful data. Responsible for collection and analysis of data; establish and maintain a mechanism for collecting and gathering data to better assess the impact of interventions over time, and provide data needed for organizational and grant reporting.

Because the incumbent is a vital connector for the finance, development, and program staff, s/he must possess the ability to see and understand all points of view, must have robust collaboration and problem-solving skills, and must possess/develop knowledge of compliance issues as well as key best practices.

**Duties include but are not limited to:**

Grants Management

- Serve as resident expert on grant compliance and interpretation and all applicable regulations, policies, and procedures. Interpret applicable regulations and translate into operational policies and procedures as required.
- Provide ongoing training to staff as it relates to grants administration and organizational policies and procedures.
- Work in partnership with the Grant Writer to develop and manage the grants calendar. Provide data for reports, and ensure financial and programmatic reporting deadlines are met.
- Work in partnership with the finance function to manage the invoicing and tracking of expenses for InterAct’s grants portfolio.
- Design and execute grant monitoring and reporting processes, including identifying and discussing implications of non-compliance and providing technical assistance and training as needed.
- Work in collaboration with program, IT, development, and finance staff to implement new grants management system.
- Serve as co-administrator (in partnership with grant writer) for grants management system. Provide necessary training to staff, write and maintain standard operating procedures as required.
- Maintain records of database set-up and any reporting requirements. Conduct periodic evaluations to re-assess and re-evaluate internal reporting practices.

Data Management

- Actively participate in organizational planning processes to understand organizational and programmatic goals, data points required to determine goal attainment, how the data will be collected and tracked, who is responsible for tracking data, and what reports must be delivered and when. Ensure purposeful data collection that aligns with goals, and build inputs and track client and service data based on goals and objectives. To ensure consistency of data, coordinate with teams and communicate what they should be reporting on and when.
- Provide database/data entry/reporting training to staff as needed.

- Help ensure data integrity; research and recommend changes to improve data quality. Conduct database user audits, identifying roots of errors and staff training opportunities.
- Help ensure timeliness of all data entry. Ensure data entry deadlines are met and communicate potential for missed deadlines or missing data to applicable leadership.
- Serve as administrator for program database. Provide necessary training to staff, write and maintain standard operating procedures as required.
- Maintain records of database set-up and any reporting requirements. Conduct periodic evaluations to re-assess and re-evaluate internal reporting practices.
- Ensure participation in and collection of data for national or statewide studies.
- Provide consultation to agency personnel on data management, and data analysis and interpretation.

**Other Functions**

- Acquire and maintain sound knowledge of InterAct's institutional history and programs, and use that knowledge and understanding 1) to better comprehend all projects and programs for which grants have been sought and awarded, and 2) to better understand organizational and programmatic goals and the data points required to determine goal attainment.
- Assist with other department or organization-wide projects as requested.
- Maintain confidentiality of all information.

**Skills/Qualifications:**

- Demonstrated analytical skills.
- Demonstrated project management and time management skills.
- Strong organizational skills, including track record of meeting deadlines, prioritizing tasks, and managing multiple priorities.
- Attention to detail and accuracy of all information.
- Strong written and oral communication skills.
- Robust collaboration skills, and ability to lead and effect change without a direct reporting relationship.
- Ability to work in complex, fast-paced, rapidly-changing, deadline-driven, goal-oriented environments.
- Ability to exercise excellent judgment, effectively problem-solve, successfully resolve conflicts, and make sound decisions, often under the pressure of deadlines.
- Strong contributor in team environments.
- Ability to work effectively with and appreciate people of all backgrounds.

**Minimum Requirements**

- Commitment to InterAct's mission.
- A minimum of a Bachelor's degree in applicable field.
- Previous experience in grants administration/management/compliance, data management.
- Database experience and proficiency required.
- Microsoft Office experience and proficiency required.
- Willingness and availability to work a flexible schedule, including nights and weekends when necessary.
- Reliable transportation and willingness to travel locally and throughout state as necessary.
- Satisfactory background check, including but not limited to criminal background and driving record screening.