



JOB DESCRIPTION

Job Title: Grants Manager	FLSA Status: Non Exempt (Part-Time)
Department: Development	Supervises:
Reports To: Executive Director	Date Written/Revised: May 2026

Summary:

The Grants Manager oversees the full lifecycle of grants at the Latino Community Center (LCC), from funding opportunity review and proposal coordination through award management, compliance, reporting, and closeout. This position manages the administrative, financial, and compliance functions related to grants and serves as the central point of coordination across departments to ensure timely, accurate, and strategic grant management processes.

This role works closely with program staff, leadership, finance, grant writing contractors, and external funders to ensure grant objectives, budgets, timelines, submissions, reporting requirements, and compliance obligations are met. While not primarily responsible for grant writing, the Grants Manager coordinates the overall grant development process and reviews proposals and budgets prior to submission to ensure alignment with organizational priorities, operational capacity, and compliance requirements.

The Grants Manager plays a critical role in strengthening internal systems, supporting program implementation, monitoring grant spending and deliverables, and maintaining accurate documentation throughout the life of each award. This role requires strong collaboration, organization, communication, project management, and attention to detail.

Essential Duties and Responsibilities:

Grant Administration & Compliance

- Coordinate organization-wide grant implementation meetings and grant kick-off processes following award notification.
- Serve as the internal coordinator for major government grants, including oversight and coordination of the PCCD BOOST grant and other state-funded initiatives.
- Monitor compliance requirements, deliverables, subcontractor obligations, and reporting timelines related to government-funded grants.
- Lead and manage post-award grant administration activities from award acceptance through closeout.
- Review grant agreements, contracts, amendments, and award documents to ensure organizational understanding and compliance.
- Maintain accurate and organized grant files, including award letters, contracts, reporting schedules, budgets, amendments, and correspondence.
- Monitor grant requirements, deadlines, deliverables, and compliance obligations across all funding sources.
- Ensure compliance with federal, state, county, foundation, and private funder requirements.



- Track reporting timelines and coordinate submission of all required reports and documentation.
- Maintain systems for grant tracking, calendar management, and organizational visibility into grant obligations.
- Coordinate with program staff, leadership, and finance teams to ensure grant implementation aligns with approved budgets, timelines, and deliverables.
- Identify and proactively communicate potential compliance concerns, reporting risks, or implementation challenges.
- Serve as a point of contact for funders regarding grant administration, reporting, compliance documentation, and award modifications as needed.

Grant Opportunity Coordination, Proposal Development & Submission Management

- Coordinate the internal process for all new grant opportunities from initial review through submission.
- Review funding opportunities with leadership to assess alignment with organizational priorities, strategic goals, funding needs, and operational capacity.
- Develop and manage grant submission timelines, task assignments, and internal deadlines.
- Coordinate across departments to gather required materials, attachments, budgets, program information, data, and supporting documentation.
- Serve as the primary internal point of contact for grant writing contractors during proposal development.
- Ensure grant writers have all necessary organizational, financial, and programmatic information required to complete applications.
- Review grant proposals, budgets, and supporting documents for accuracy, feasibility, consistency, compliance, and organizational alignment prior to submission.
- Ensure grant budgets align with organizational financial procedures and staffing structures.
- Submit grant applications and supporting materials by required deadlines.
- Maintain a centralized grants calendar and grants pipeline tracker for pending, submitted, awarded, and declined opportunities.
- Support leadership in maintaining visibility into funding pipelines, renewal timelines, and strategic grant opportunities.

Budget Monitoring & Financial Coordination

- Work closely with program staff, leadership, and the Finance team to monitor grant budgets and spending.
- Review expenses and coding to ensure alignment with grant restrictions, approved budgets, and allowable costs.
- Monitor grant utilization and identify spending concerns, underspending, overspending, or budget variances.
- Support budget modification requests, amendments, and grant reallocations as needed.



- Coordinate with external financial partners, including YourCFO, to ensure financial accuracy and reporting consistency.
- Assist with audit preparation and documentation related to grants and restricted funding.

Reporting & Internal Coordination

- Coordinate and support the preparation and submission of financial and narrative grant reports in collaboration with program staff and leadership.
- Ensure program teams understand grant deliverables, reporting requirements, timelines, and expectations.
- Facilitate communication across departments regarding grant implementation, reporting, and updates.
- Monitor grant progress, identify implementation risks, and provide leadership with regular updates regarding grant status and compliance needs.
- Coordinate collection of programmatic data, metrics, and outcomes needed for grant reporting and funder requests.

Systems & Organizational Support

- Support the development and improvement of grant management systems, workflows, and organizational processes.
- Maintain centralized records of funding sources, grant timelines, reporting schedules, and outcomes.
- Support organizational planning related to restricted funding and sustainability.
- Stay informed on grant compliance regulations, funding requirements, and nonprofit best practices.

Competencies (Knowledge, Skills, and Abilities):

- Strong project management, organizational, and cross-functional coordination skills
- Ability to manage multiple deadlines, competing priorities, and concurrent grant processes
- Exceptional attention to detail, follow-through, and accountability
- Strong written, verbal, and stakeholder communication skills
- Systems thinker with proactive problem-solving abilities
- Financial literacy and ability to monitor grant budgets and expenditures
- Ability to interpret grant guidelines and compliance requirements
- Strong collaboration and relationship-building skills across departments and external partners
- Professional judgment, discretion, and ability to maintain confidentiality
- Cultural humility and ability to adapt in a fast-paced and evolving nonprofit environment
- Proficiency in Google Workspace, spreadsheets, and grant tracking systems

Education, Certification(s), and/or License(s) Required:



- Bachelor's degree in nonprofit management, public administration, business, finance, communications, or related field preferred. Equivalent experience may be considered.
- Minimum 3–5 years of experience in grant administration, grants management, nonprofit operations, finance coordination, or related work.
- Experience managing government and foundation grants preferred.
- Experience working in nonprofit or community-based organizations strongly preferred.
- Experience working with immigrant, Latine, or community-centered organizations preferred.
- Act 33/34, FBI Clearances, National Sex Offender Registry clearance required.
- Complete Recognizing and Reporting Child Abuse Mandated Reporter training in Pennsylvania.

Other Requirements:

- Cultural sensitivity to the needs of the Latino community.
- Experience managing or coordinating government grants, compliance reporting, reimbursement processes, or restricted funding preferred.
- Strong ability to collaborate across departments and communicate clearly with staff at all levels.
- Ability to work independently while managing multiple projects and deadlines.
- Strong analytical and organizational skills with attention to detail.
- Ability to maintain confidentiality and exercise discretion.
- Flexible, proactive, and solutions-oriented mindset.
- Availability for occasional evening meetings or organizational events as needed.

Physical Demands and Working Conditions

This position operates primarily in a professional office environment and requires regular computer and administrative work. Individuals may occasionally be required to lift or carry up to 20 pounds. This hybrid role requires strong organizational, analytical, and administrative skills and the ability to manage multiple deadlines and priorities in a fast-paced environment.

Position Type and Expected Hours of Work:

This is a part-time hybrid position. The expected schedule is approximately 20–25 hours per week, Monday through Friday, with some flexibility based on organizational needs and grant deadlines.

At least 50% of working hours must be completed in person at LCC offices to support collaboration with program staff, leadership, and finance teams.

Compensation:

- Hours per week: 20–25 Hours
- Salary Range: \$35–\$42 per hour depending on experience and qualifications
- PTO and hybrid flexibility provided in accordance with LCC policies.
- Opportunity for role growth as organizational funding and grant portfolio expand.