



New Beginnings empowers survivors and mobilizes community awareness and action to end domestic violence.

Job Announcement Grants and Compliance Manager

New Beginnings strives to build a meaningful, welcoming, and equitable workplace, inclusive of diverse voices, experiences and perspectives. New Beginnings is an equal opportunity employer. Survivors, Black, Indigenous, people of color, and LGBTQIA+ people strongly encouraged to apply.

We offer a variety of supportive services to individuals and families who are building new lives free of abuse. We take pride in offering services that focus on healing and empowerment, recognizing how trauma and its aftermath can affect each individual differently.

New Beginnings values your lived experience. To apply, please send a cover letter detailing any experience related to the job responsibilities and qualifications, resume, and 3 professional references to jobs@newbegin.org. New Beginnings conducts background checks for all positions and will discuss results with applicants as needed. Only complete applications will be given full consideration. Open until filled.

Additional agency information is available at www.newbegin.org

RESPONSIBILITIES:

The Grants and Contracts Compliance Manager is responsible for building and maintaining relationships with government, state and local partners and ensuring the highest level of compliance with public and private contracts to maximize funding opportunities and mitigate risk. Position works closely with the Deputy Director to provide subject matter expertise on contract and grant compliance, federal and state regulations, and organizational policies to maintain Organization's reputation, credibility, and track-record as a cutting-edge and leading nonprofit. The position manages a portfolio of contracts with support of the Deputy Director. Ensures alignment with program teams, providing pre-award to close-out award management, and leads contract monitoring visits. The position will work closely with internal program teams, accounting, admin and development staff.

REPORTS TO:

Deputy Director

HOURS:

36 hours per week; Monday-Thursday business hours.

COMPENSATION & BENEFITS: \$38.89 per hour, exempt position

85% paid medical, dental & vision benefits; 100% paid life insurance.
Educational allowance and paid monthly trainings.
Employee assistance program (EAP).
29 days of paid leave annually; 11 paid holidays.
Flexible hybrid/ remote work schedule

RESPONSIBILITIES:

Contracts and Compliance

- Responsible for negotiation, compliance, and reporting on established program and non-program contracts with the Data Manager and Program Directors.
- Advises staff and helps to negotiate new scopes of work, contract changes and amendments.
- Builds and maintains partner relationships and inform mutually beneficial partnership opportunities.

- Reviews, negotiates, and coordinates input from programs for the timely review and execution of new awards and amendments.
- Assess and communicate nature of awards to staff conducting project implementation by reviewing the project description including RFAs/RFPs/project narratives and other supporting documentation.
- Work with Accounting and Program management to develop contract budgets, monitor and manage monthly billing and staffing allocation plans to meet contract terms.
- Work with the Data Manager to facilitate data reporting and collect data to support and inform contract negotiations.
- Manage monthly, quarterly, and annual narrative reporting requirements and work with Program management to facilitate narrative reporting.
- Monitor budget to actuals and reconciles spending activity with Accounting and Programs.
- Works with Contracts Manager and Contracts Specialist to monitor contract status and workflow.
- Support organizational budget development process annually and reforecast budgetary needs as needed.
- Create and manage allocations for payroll and expenses.

Data Integrity

- Works with our data team to ensure data and reports are consistently complete, accurate and appropriate with participant and service data to maintain compliance with contracts.

Team Work and Professional Development

- Actively contributes to a positive team environment to ensure the collaboration needed for provision of high-quality services to survivors.
- Participates in all staff meetings, team meetings, planning days and agency in-service trainings.
- Attends and documents trainings to ensure compliance with Washington Administrative Code training requirements for domestic violence advocates.

QUALIFICATIONS:

- Commitment to the mission of New Beginnings and to the needs to domestic violence survivors.
- Willingness to learn about and promote equity and social justice within and outside of New Beginnings.
- 3+ years of team and/or departmental management experience
- Proven ability to oversee multiple contracts, budgets and deliverables related to government and privately funded contracts
- Contract negotiation experience with ability to serve as liaison to reach mutually beneficial agreements between all parties involved
- Training and education experience to ensure staff stay informed on budgeting and contract best practices
- Ability to assess and effectively communicate organizational risks to organizational leadership
- Proven experience with stewardship of public and private funds.
- Demonstrated ability to handle crises and juggle multiple responsibilities in a fast-paced environment.
- Strong attention to detail, deadlines and follow-through.
- Ability to represent New Beginnings in a professional manner to community partners and the broader public.
- Ability to use supervision effectively to gain support and enhance performance.
- Ability to engage in constructive self-care activities to manage secondary trauma.
- Proficient with Microsoft Office applications.
- Fluency in Spanish, African, Russian or Asian languages a plus.
- Possession of a valid Washington State driver's license and access to reliable, insured personal car.