

**Position Title:** Grants Compliance Manager

**Salary Range:** \$55,000-65,000

**Job Description:**

The Georgia Asylum and Immigration Network (GAIN) is seeking a highly motivated individual to join our team as a Grants Compliance Manager. The successful candidate will report to GAIN's Director of Finance & Operations and be responsible for managing all aspects of reporting and compliance related to our government grants. This includes collecting and organizing documentation for reimbursement filings, ensuring compliance with grant requirements, and coordinating with various government entities.

**Responsibilities:**

- Support GAIN's government grant award processes and compliance activities, acting as the point of contact with funding partners and actively monitoring and ensuring compliance of grants and sub-awards from activation to close-out;
- Collaborate with GAIN's Director of Finance & Operations to provide finance assistance with grant budgets set-up, budget availability, allowable costs, notification of funds expiration, etc.;
- Ensure the timely and accurate submission of all government grant reporting and reimbursements;
- Maintain detailed contract and grant files for each funded program, adhering to consistent documentation standards;
- Collaborate with GAIN's Director of Finance & Operations to monitor grant budget versus actual expenditures;
- Review expenses ensuring reasonability, eligibility and allocability of costs;
- Assist in award modifications, including budget and scope adjustments, extensions, and amendments;
- Manage the creation and submission of staff timesheets to support grant allocations;
- Support GAIN leadership in developing internal quality assurance (QA) and quality control (QC) processes and activities;
- Assist GAIN's Director of Finance and Operations in maintaining readiness for audits and support program teams in preparing for audits/monitoring from funders/donors;
- Assist GAIN leadership in developing and implementing action plans to address compliance-related findings;
- Monitor grant deliverables using tracking systems and tools, and provide regular updates to GAIN's Director of Finance and Operations;
- Support the collection of programmatic data to inform proposal development, monitoring, and donor reporting;
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree in a relevant field (e.g., public administration, non-profit management); master's degree preferred;
- Minimum of 3-5 years of experience in grant management, including reporting and compliance;
- Strong knowledge of federal grant regulations and reporting requirements;
- Experience working with state and federal government entities and grantors;
- Excellent written and verbal communication skills, with the ability to communicate complex information effectively;
- Strong analytical and problem-solving skills, with the ability to identify issues and propose solutions;
- Ability to work independently and as part of a team, with a high level of professionalism and integrity;
- Proficiency in Microsoft Office Suite;
- Experience in Salesforce and accounting software preferred;
- Experience working with refugee or immigrant-serving organizations is a plus.