

## CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

**TITLE:** Grant Analyst  
**DEPARTMENT:** Administration  
**STATUS:** Full-time / salary /exempt  
**SUPERVISED BY:** Grant Development Director  
**UPDATED:** 9/14/2020

**JOB SUMMARY:** Catholic Social Services (CSS) is looking for a Grant Analyst to devise grant budgets for new funding opportunities and grant renewals, coordinate with other administrative and program staff to ensure grant objectives are properly implemented, and monitor grant expenditures. On a day to day basis, this position will work closely with the Grant Development Director, Grants Administrator, and Program Directors in the process of ensuring compliance with grant-related finance and programmatic objectives. In addition, this position will work closely with the Grant Writer in devising grant budgets.

### **QUALIFICATIONS:**

**Competencies:** Must be able to maintain program/guest/agency confidentiality and treat each individual with dignity and respect. Must be a team player, demonstrate motivation, exercise discretion and dependability, adhere to business professional code of ethics, be well organized, support overall mission and direction of the agency, and function well under stressful conditions.

**Education/Experience:** Bachelor's degree from a four-year college or university and a minimum of two years of professional-level accounting experience required with experience in budgets preferred.

**Skills:** Must possess the ability to read and implement grant agreements and regulations to ensure compliance with grantor, agency, federal, state, and municipal requirements. Must be able to communicate clearly and professionally (orally and in writing) with fellow employees and agency management. Must possess the ability to create and monitor complex grant budgets. Must possess proficient interpersonal skills to manage communication between Grants, Program, and Finance staff. Must be able to manage one's time and prioritize tasks despite competing demands. Proficient Excel skills and general knowledge of the Microsoft Office suite are required.

### **DUTIES & RESPONSIBILITIES:**

#### **Grant/Contract Administration:**

1. Coordinate the completion of all new grant budgets and grant renewals in collaboration with the Grant Development Director, Grant Writer, and relevant Program staff.
2. Coordinate with the appropriate Program staff to ensure that awarded grants are implemented according to grant requirements and objectives.
3. Assist with the coordination of all required grant revisions with Grants, Program, and Finance staff.
4. Regularly review expenses allocated to grants and contracts to confirm allowable expenses based on the approved grant budget.
5. Assists with preparations for monthly grant budget meetings with Program and Finance staff.
6. Participate in the renewal of grant and other funding proposals as directed.
7. Participate in the management of awarded grants as directed.
8. Participate in grant-related quality improvement special projects.
9. Assist with responding to annual audit, grant audit requests, and other funder requests.

**Communications:**

1. Work closely with Grants, Finance, and Program staff to assist with grant compliance and grant objectives.
2. Act as a contact for grant/contract related communications from both inside and outside the agency.

**Data Management and Reporting:**

1. Ensure that grant tracking mechanisms (both financial and program-related) are properly implemented following all grant awards.
2. Coordinate with the Grants Administrator in the completion of grant reports.
3. Review data and reporting requirements and ensure alignment with the agency's blueprint.
4. Communicate with other departments so that all relevant parties are aware of grants in progress.

**Support:**

1. Act as a resource for agency staff by providing accurate and current advice regarding grant-related issues. Maintain a high level of awareness of federal, state, municipal, and other agency grant requirements.
2. Participate in the CSS Grant Committee and assist the Grant Development Director in Committee-related tasks.

**General:**

1. Support agency activities and events as required.
2. Attend meetings as requested.
3. Review files to ensure that all necessary information and documentation essential to establishing a complete audit trail for financial accountability is available.
4. Research, organize, and prepare appropriate documentation.
5. Other duties as assigned.

**Physical Requirements:** Must have the ability to work at a computer terminal for long periods of time.

**Training Requirements:** Must attend agency and department orientation. Must attend all staff meetings and in-service training sessions as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_