POSITION DESCRIPTION

POSITION TITLE: Grants Finance & Compliance Manager
DEPARTMENT: Finance & Operations
REPORTS TO: Vice President & Chief Financial Officer
☒ Non-Exempt

The Colorado Trust
The Colorado Trust (The Trust) is a health equity foundation dedicated to ending inequalities that affect racial, ethnic, low-income and other vulnerable populations. When the nonprofit PSL Healthcare Corporation was sold to a for-profit organization in 1985, the proceeds of the sale were used to create The Trust. Since then, The Trust has worked closely with communities and nonprofit organizations throughout the state to improve the health and well-being of Coloradans.

The Trust strives to maintain a diverse workforce that reflects the communities we serve and aims to build an organizational culture that reflects our commitment to equity.

General Description
The grants finance & compliance manager is responsible for managing finance, risk and grant operations for The Trust’s Community Partnerships strategy. This entails working with community members and nonprofit partners on grantmaking matters (reports, contracts, budgets) and educating them on The Trust’s grantmaking guidelines to ensure compliance with IRS rules and regulations. This role serves a variety of audiences. Internally, this role serves as a liaison between the Finance & Operations Department and the Community Partnerships strategy; externally, the role is community facing and liaises with a major fiscal sponsorship partner. Essentially, the grants finance & compliance manager bridges both the legal and financial world and resident driven, place-based community work.

The position is ideal for someone who enjoys working equally with a variety of different people as well as with the analysis of budgets, finances and policies. The position is supervised by the vice president & chief financial officer and works closely and provides direct support to the vice president of Community Partnerships & Grants. The grants finance & compliance manager serves as an employee-at-will of The Trust.

Responsibilities
Relationship Management

- Serves as liaison between Trust departments, Community Partnerships strategy and fiscal sponsorship partner to understand issues, brainstorm options and bridge solutions across stakeholders
- Determines and coordinates changing policies and procedures across changing grantee phases with staff and partners
- Trains community grantees on budget and IRS requirements and restrictions, including one-on-one trainings and hosting webinars
- Corresponds with applicants and grantees proactively and as requested
- Educates and trains staff on The Trust’s grants management system
- Maintains a confidential stance regarding foundation and grantee activities
- Is willing to travel in-state and nationally; carries out such other duties as shall be assigned from time to time
- Participates in relevant race caucusing work with Community Partnerships team and in staff trainings and other efforts intended to improve The Trust’s alignment with our values of diversity, equity and inclusion.

**Financial Management**

- Assists vice president & chief financial officer with multi-year budget modeling and forecasting of Community Partnerships strategy
- Assists in the development and maintenance of strategy budgets and monitors budget-to-actual activity, including reviewing general ledger coding
- Generates database and budget reports
- Reconciles detailed grant accounting system activity to the general ledger accounts
- Manages the routing and signature of all contracts processed thru DocuSign, as well as all contracts funded via the grant strategies.

**Risk Management**

- Responds to legal and risk-related issues as needed to determine policies and procedures for community work on the ground (e.g., child care, food vendors, community meals, events with youth)
- Understands IRS requirements for private foundations and ensures compliance with those rules and regulations
- Works closely with staff to review applicant and grantee financial reports to perform grant due-diligence procedures and identify potential concerns.

**Grant Management**

- Leads the implementation of and ensures adherence to grantmaking workflow processes and procedures
- Participates on strategy teams and supports staff in developing applications, budgets and contract requirements
- Manages administration of the grant cycle from application to closing; ensures that grant requirements are met, and payments are appropriate
- Maintains a grants operations manual
- Maintains grantee contact database
- Ensures that the grants management database is accurate and meets legal and audit requirements
- Manages the event sponsorships, directed and matching programs by processing grant payments, as well as certain other contract payments; provides reports to staff and Board of Trustees as needed
- Prepares materials for Board of Trustees meetings as requested.

**Supervisor Relationship**

The grants finance & compliance manager will report to the vice president & chief financial officer.

**Qualifications**

- Familiarity with grants management software and three years of experience with relevant software and databases in a position with accountability for grants monitoring and management
Demonstrated technology experience, providing administrative support for complex systems as well as overall system implementation management.

Demonstrated fiscal management skills, including managing budgets, developing and maintaining appropriate internal controls, and understanding grant administration policies and procedures.

Excellent multi-tasking skills and attention to detail.

Ability to draft and negotiate contracts.

Leadership skills, such as to invite and sustain the confidence of the Board, staff and grantees of The Trust and to promote the credibility of The Trust in the community at large.

**Personal Attributes**

- Ability to maintain cooperative, supportive and amiable relationships with other Trust staff members.
- An understanding of the private foundation legal environment and tax-exempt status, including knowledge of expenditure responsibility requirements, and differences for fiscal sponsors and fiscal agents.
- Strong knowledge of and understanding of financial statements of nonprofit organizations; experience performing financial due-diligence reviews of grantees.
- Demonstrated excellent communication skills and cross-cultural understanding; someone who can explain numbers and translate legalese to the non-accountant.
- Excellent interpersonal skills.
- Demonstrated strong ethical code and professional judgement.
- Ability to maintain a confidential stance with respect to the business and affairs of The Trust, and those with whom it has relationships.
- Experience with and orientation to the importance of a diversity, equity and inclusion lens, with willingness to learn and grow.
- Demonstrated ability to build cooperative, supportive and professional working relationships across differences in race, ethnicity, language, class background, gender, sexual orientation and life experiences.
- Ability to quickly adapt and respond to changing grantees and operational environment.

**Salary**

$91,000 annually. The Trust offers full-time employees a competitive and comprehensive benefits package.

**To Apply**

Please submit a detailed letter of interest and résumé. Electronic submission by email to humanresources@coloradotrust.org is preferred. Alternatively, submissions may be sent via fax to (303) 839-9034; or, via mail to:

The Colorado Trust
Attn: Human Resources
1600 Sherman St.
Denver, CO 80203

The deadline to apply for this position is end of day on Tuesday, July 23, 2019.

The Trust seeks talented, team-oriented individuals, dedicated to our goal of advancing the health and well-being of the people of Colorado. Additionally, as an Equal Opportunity
Employer, we welcome a diversity of perspectives and experiences among our staff. For more information, please visit www.coloradotrust.org.