



St. Francis Center (SFC), a ministry of the Episcopal Diocese of Colorado, was established in June 1983. SFC is a refuge for men and women who are homeless in the metro Denver area, providing shelter along with services that enable people to meet their basic needs for daily survival and to transition out of homelessness.

St. Francis Center's programs and services are tailored toward adult women and men, and focus on daytime shelter, social services, health and wellness, housing, employment, and outreach. At SFC, guests* have the opportunity to work with a variety of specialists, depending on their individual needs, which is often the first step toward transformation and ultimately self-sufficiency.

* SFC staff and volunteers refer to those we serve as "guests" because of our strong commitment to hospitality; welcoming everyone and treating each person with dignity and respect.

JOB POSTING

POSITION TITLE: Grant Manager

PRIMARY LOCATION: 2323 Curtis St, Denver, CO

REPORTS TO: Director of Finance

DATE: March, 2021

EXEMPT NON-EXEMPT

FULL-TIME PART-TIME ON-CALL

PERMANENT TEMPORARY

POSITION OVERVIEW

The Grant Manager is responsible for life cycle financial grant accounting and management. Responsibilities include grant contract management, accounting system transactions, business operations and general technical support for the Agency. Position will require ability to organize and prioritize in a multi-tasking work environment in the completion of the listed duties. Grant writing is not a pre-requisite for these job duties.

PRIMARY RESPONSIBILITIES

1. The Grant Manager manages the full life cycle of grant contracts, including contract proposal, ongoing management, labor distribution analysis, and grant-specific expenditures and audits.
2. General to intermediate accounting entry, including AR, AP and fixed asset tracking.
3. Assist with organizational annual financial audit preparation.
4. Assist Director of Finance with annual budget preparation and analysis.
5. Intermediate to advanced technical support, including phones, email, copiers, etc.
6. Business operations, including interfacing with building maintenance and IT support vendors.
7. Other duties as assigned.

EDUCATION & EXPERIENCE (MINIMUM REQUIREMENTS)

- College degree required.
- Four+ years accounting or non-profit contract management experience preferred.

KNOWLEDGE, SKILLS, AND EXPERIENCE

1. Comfortable with a computer environment including Microsoft Office Suite (i.e. Outlook, Excel, Word.)
2. Able to work independently with efficient time management skills.
3. Strong problem solving skills.
4. Ability to organize and prioritize in a multi-tasking work environment.
5. Able to work with and support others in the organization.

PHYSICAL/MENTAL DEMANDS and WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to handle or feel; reach with hands and arms; talk; and hear. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Regular computer use throughout the day, ability to sit for lengthy periods of time.

Ability to lift/push/pull/carry various objects of 10 pounds frequently.

The noise level in the work environment is usually moderate.

SALARY/BENEFITS

Salary: \$21-25/hour

This is a full-time, non-exempt position with a robust benefits package including:

- Employer-paid health insurance with an HRA plan
- Employer-paid dental insurance
- Employer-paid life insurance after 1 year of employment
- Robust pension plan after 1 year (5% plus a dollar-for-dollar employer match up to 4%)
- Generous Employer-paid sick/vacation leave

TO APPLY

Qualified persons may apply by sending a cover letter AND resume to finance@sfcdenver.org. Your cover letter should explain how the position fits into your professional goals. Resumes without a cover letter will not be considered. Invitations for interviews will be extended upon review of qualified candidates until the position is filled.

E-mail: finance@sfcdenver.org. On the e-mail subject line, please write "Grant Manager."

Individuals with criminal backgrounds are invited to apply. All SFC employees undergo a background check.
