



Job Title: Grants Management Specialist

About Us

Be a part of a growing and reputable Team that is making an impact in their community! FoundCare, Inc. is a non-profit health care provider with convenient locations in Palm Beach County. FoundCare's mission is to fulfill unmet healthcare and social service needs of individuals and families in Palm Beach County. In order to accomplish this mission, FoundCare operates a Federally Qualified Health Center that offers adult primary care, pediatric, chronic disease management, behavioral health counseling, dentistry, and ancillary services.

Primary Purpose:

FoundCare receives funding from federal, state, and local sources. The Grants Management Specialist (GMS) provides programmatic support to the organization. The position will be responsible for managing all agency grants by monitoring grant funding, tracking expenditures, and preparing grant reports. The GMS will report directly to the Chief Financial Officer (CFO) and provides support to the Chief Program Officer (CPO).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage all grants of the organization from federal, state, and local sources
- Complete and submit required grant reports by the scheduled deadline
- Work with the Chief Program Officer in monitoring required grant deliverables
- Ensure regulation compliance in accordance with grant guidelines
- Participate in grant review meetings with program staff, providing updates and related grant information
- Present monthly grant reports during management meetings
- Act as liaison between the grantor and agency as warranted
- Maintain grant documents and reports in accordance with grant guidance and assist with grant audits
- Assist in the preparation and monitoring of budgets and analyze financial data
- Develop and maintain strategies to ensure an effective grant tracking process
- Perform other duties as assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Not-for-profit accounting in accordance with U.S. Generally Accepted Accounting Principles, OMB Circulars A-133, A-110 and A-122, and compliance requirements and appropriate Code of Federal Regulations sections.
- Demonstrate a proficient level of professional skill and/or knowledge in accounting, keeping current with developments and trends
- Knowledge and ability to use applicable information technology and systems to meet work needs
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management
- Ability to work under pressure with time constraints
- Ability to review, understand, and apply concepts presented in training programs, conferences, and/or professional literature.
- Clear understanding that FoundCare and related agencies provides information on educating individuals about safer sex practices, which could include but not be limited to: exposure to explicit language, explicit printed material, and descriptions of explicit sexual activities, as part of the agency's mission in the prevention and transmission of HIV disease.
- Ability to endure short, intermittent, and/or long periods of sitting and/or standing in performance of job duties.
- Transport him/herself to other departments, conference rooms, and on occasion, to off-site locations to accomplish job responsibilities, attend meetings, workshops, seminars, etc.
- Accomplish job duties using various types of equipment/supplies, e.g. pens, pencils, calculators, computer keyboard, telephone, etc.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, business, or finance from an accredited college or university or equivalent work experience.
- A minimum of 3-5 years of experience in grants management or related financial accounting experience
- Proficient in Microsoft Word and Excel and experience using accounting software
- Strong written and verbal communication skills
- Ability to multitask, prioritize, organize efficiently, and be detailed-oriented
- Possess the ability to consistently meet deadlines

Join us at FoundCare, in sunny south Florida, where we offer an excellent compensation package including:

- Competitive base salary

- Full Suite of benefits including– Health Dental Vision
- Generous Paid Time Off
- Company-Paid Holidays

FoundCare, Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.