



**NALCAB - The National Association for Latino Community Asset Builders** strengthens the economy by advancing economic mobility for Latino communities. NALCAB is the hub of a national network of more than 120 mission-driven organizations that are anchor institutions in geographically and ethnically diverse Latino communities in 40 states, Washington DC and Puerto Rico. Members of the NALCAB Network invest in their communities by building affordable housing, addressing gentrification, supporting small business growth, and providing financial counseling on issues such as credit building and homeownership. As a grantmaker and US Treasury certified CDFI lender, NALCAB supports the work of its member network with capacity building resources, capital and policy advocacy, and access to funding and technical assistance.

### **Grants and Contracts Compliance Manager**

#### **Summary**

The Grants and Contracts Compliance Manager is responsible for managing the organization's grants, contracts, awards, and consultant procurement workflow. This position is a source of support by maintaining close communication and working relationships with the Programs and Accounting teams to ensure proper contract interpretation, grant administration, and compliance monitoring in accordance with applicable provisions such as city, state, and federal laws and regulations. This role includes communicating internal process improvement recommendations to Senior Management.

#### **Essential Job Functions**

- Administers the grant and contract execution workflow.
- Reviews grant and contract terms to monitor compliance therewith.
- Identifies and communicates areas of risk or concern.
- Promotes adherence to organization's contracting policies and procedures.
- Leads consultant/vendor procurement efforts.
- Maintains database of all organizational grants and contracts.
- Guides staff on grant and contract compliance and policy best practices.
- Collaborates with other teams on submissions to funders.
- Maintains database of organizational policies and procedures.



### **Education and Experience**

Bachelor's degree from an accredited four-year college or university, or six years related experience and/or training; or equivalent combination of education and experience.

### **Licenses or Certificates**

Contract management certificate preferred.

### **Knowledge, Skills, and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The list below is representative of required knowledge, skills, and abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Knowledge of contract management standards, planning, solicitation processes, contract monitoring and compliance practices.
- Knowledge of customary business contract language and legal terminology.
- Knowledge of Federal, State, and local laws, ordinances, policies, and procedures.
- Knowledge of basic accounting principles and practices.
- Knowledge of Microsoft Office applications (Outlook, Word, Excel, SharePoint, and Teams) and willingness to learn other software applications.
- Knowledge of DocuSign.
- Ability to demonstrate a high level of critical thinking and problem solving.
- Ability to multi-task, meet deadlines, and organize work independently and in work teams.
- Ability to analyze data and formulate conclusions.
- Ability to communicate clearly and effectively, both verbally and in writing.

### **Position Type**

Full-time

### **Salary**

\$46,800 - \$57,200 based on experience

### **EEO Category**

Professionals

### **Location of Employment**

San Antonio, Texas

### **To Apply**

To respond to this opportunity, please email resume to: [jobs@nalcab.org](mailto:jobs@nalcab.org)

Also, please add **Grants and Contracts Compliance Manager** in the subject line.

NALCAB is an equal opportunity employer.