



Grants and Contracts Administrator

NALCAB - The National Association for Latino Community Asset Builders strengthens the economy by advancing economic mobility in 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 grant maker and US Treasury certified CDFI lender, NALCAB supports the work of its member network with access to capital, policy advocacy, and funding and technical assistance.

Summary Statement:

In close collaboration with the NALCAB Programs, Accounting, and Operations teams, the Grants and Contracts Administrator will support the preparation, administration, execution, and renewal of the organization's contracts and agreements. This position requires great attention to detail to develop and maintain the filing and documentation structure for the organization's contracts and agreements.

Key Responsibilities/Duties:

- Prepare or assist with the preparation of contracts and resolves contract-related issues or concerns.
- Review contract terms and conditions to ensure adherence to company policies and applicable rules and regulations.
- Audit documents, files, and deliverables progress to assure grant and contract compliance.
- Maintain a complete and accurate organized repository of contractual agreements (elibrary).
- Coordinate the timely submission of all grants reports and assist with grant closeout reporting process.
- Plan, implement, and improve contract management workflows.
- Perform procurement tasks in accordance with policies and procedures

Qualifications:

- Bachelor's degree from an accredited four-year college or university.
- Significant attention to detail and critical thinking skills in researching and analyzing data to



formulate conclusions.

- Ability to learn and effectively use various software programs and conceptualize and create an organized online document filing system.
- Exceptional communications skills.
- Ability to manage and prioritize multiple projects/tasks and deadlines in a fast-paced environment.

Preferred Skills:

- Knowledge of contract management standards, planning, solicitation processes, contract monitoring and compliance practices.
- Knowledge of Federal, State, and local laws, ordinances, policies, procedures, and regulations pertaining to contracts with a working knowledge of and experience in the application of 2 CFR 200.
- Knowledge of basic accounting principles and practices.
- Knowledge of legal terminology used in grants and contracts.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Benefits:

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and extensive benefits package including paid time off, medical, dental and vision benefits and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

To Apply

To respond to this opportunity, please go to: <https://ejob.bz/jb.do?reqGK=27560320>

NALCAB is an equal opportunity employer.