

## United Way of Greenville County Federal Compliance and Grant Manager

Reports To: CFO  
FLSA Status: Exempt

### WHO WE ARE

Greenville County continues to draw national attention as a popular destination for visitors and a magnet for new development. Too many people do not share in the success we enjoy as a larger community—they have been left out or left behind. Right now, nearly 60,000 people are experiencing poverty in our county. As the largest poverty-fighting organization in South Carolina, United Way of Greenville County's unique ability to take on challenges like affordable housing, education, job training, transportation and other complex community issues—all at the same time—is unmatched.

### WHAT WE DO

We mobilize individuals and convene partner agencies, corporations, and community leaders to make broad, systemic change like no other organization can.

United Way values the abilities and perspectives that make each person who they are: empowering our employees to reach higher, think differently, act innovatively, and work collaboratively. People who work here provide the energy, expertise, and creativity that is critical to creating the lasting change our community needs—and the opportunities to succeed that everyone deserves.

As a funder, partner and convener, United Way of Greenville County works with the entire community to build resources, focus investments, and foster partnerships that create lasting solutions to big community problems.

### Mission and Vision

#### Mission:

We mobilize people and resources to improve lives, strengthen the community and advance equity for the benefit of all.

#### Vision:

A Greenville County where all people have access to the opportunities to achieve their full potential.

### Position Description

The Federal Compliance and Grant Manager will be responsible for ensuring financial compliance and adherence to federal and non-federal grant requirements for the United Way of Greenville County.

### Major Responsibilities

#### Oversight of Major Grants:

- Provide fiscal oversight of departments receiving grants through formal monitoring and day-to-day communication, including analysis of:
  - Pre-award fiscal systems

This is not a contract. No information in this document will alter the At-Will Employment Relationship.

- Grant narratives and financial documents for Internal controls
- Budget
- Monthly budget reconciliation process
- Expenditure and in-kind match documentation
- Single audit and financial statement audits
- Fiscal monitoring and reporting
- OMB circulars
- Federal regulations
- Grantee's policies, procedures, and systems
- Provide subject-matter expertise via training and technical assistance to UWGC, regarding compliance matters such as program income, in-kind documentation, or staff timekeeping, etc.
- Implement policies in conjunction with the CFO across the departments to ensure compliance with the grant award.
- Recommend corrective action for departments found to be out of compliance with state, federal, non-federal grants, or AmeriCorps SC regulations and requirements.
- Work with subgrantees on compliance to grant awards and provide training and technical assistance as needed.
- Assist with preparation of reports for to stakeholders of grants
- Maintain detailed records related to all subgrantees and grant awards
- Collect and share best practices among grantees and nonprofits.
- Assess the needs of subgrantees and advocate on their behalf internally to UWGC
- Internal Compliance across all grants
- Work to ensure that UWGC is in full compliance with all federal and grant-related reporting and monitoring requirements.
- Collect and analyze data, assists with preparing required reports and communicates data to stakeholders.
- Work in partnership with the Manager of Donor Relations and Grant Development.

### Soft Skill Requirements

- Highly comfortable with technology (Salesforce and Excel are primary tools).
- Highly organized - ability to think strategically and critically.
- Ability to calculate figures and amounts, including percentages.
- Ability to read, analyze and interpret data and reports and solve problems.
- Ability to understand and interpret federal and state grant regulations.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to interact well with others and to maintain positive working relationships throughout the community with diverse groups of people and strong oral and written communication skills.
- Successful track record of managing multiple projects with a diverse customer base.
- Knowledge of the non-profit sector in South Carolina and Federal Grant Awards

### Required Experience

- Minimum of 3 years of successful work experience of similar responsibility and complexity
- Bachelor's degree in related field preferred (Nonprofit Management, Accounting, Business, Finance)

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- Experience coordinating fiscal trainings and providing technical assistance. Federal or State Grant Management experience preferred.

<b>Mental &amp; Physical Demands- ADA Guidelines</b>				
<b>Physical Demands</b>				
Stand	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	X Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	X Occasionally	<input type="checkbox"/> N/A
Sit	X Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling / Fingering	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	X Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	X Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	X Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	X N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	X N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	X N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	X N/A
<b>Lifting Requirements</b>				
10 pounds or less	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	X Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	X N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	X N/A
51 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	X N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	X N/A
<b>Pushing and Pulling Requirements</b>				
12 pounds or less	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	X Occasionally	<input type="checkbox"/> N/A
13 to 25 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	X N/A
26 to 40 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	X N/A
41 to 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	X N/A
> than 100 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	X N/A
<b>Definitions</b>				
<b>N/A</b>	<b>Not Applicable</b>	Activity is not applicable to this occupation		
<b>O</b>	<b>Occasionally</b>	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)		
<b>F</b>	<b>Frequently</b>	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)		
<b>C</b>	<b>Constantly</b>	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)		

## HOW TO APPLY

Submit your resume and cover letter to [talent@unitedwaygc.org](mailto:talent@unitedwaygc.org) with **(Federal Compliance and Grant Manager)** in the subject line.

*United Way of Greenville County offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and*



*vision insurance where United Way of Greenville County pays generously towards the cost of these benefits for eligible employees and their families.*

*United Way of Greenville is an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and business need.*