

## JOB POSTING

**Position Title:** Grants and Operations Manager  
**Position Category:** Non-Exempt, Full-Time  
**Department:** Operations  
**Reports to:** Chief Operating Officer  
**Flexible Hybrid:** work from home/downtown office  
**Direct reports:** n/a  
**Salary range:** \$55k-60K

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### Who Are We?

As a premier workforce education, training, and development organization, OAI's mission is pretty simple: to improve lives. We do that through offering training that leads to safe, meaningful employment while helping companies and communities to thrive. Our commitment to Diversity, Racial Equity and Inclusion means you will be joining a very diverse and dynamic team of professionals who are enthusiastically dedicated to our mission. Big thinkers, strategists, problem solvers, caring fun-lovers ... OAI is a place that encourages innovative thinking and values flexibility and work-life balance. Our hard-working team is supportive and collaborative and all share a common desire to help our fellow citizens live better, safer lives. We're a growing non-profit and we're looking for people to grow with us!

### Who Are You?

You are a problem solver, dot connector, and information decipherer. You love getting things organized and diving into the details. You can work effectively across all teams and departments -finance, HR, program, executive. You are not afraid to step in and get it done or take the lead on a new project. If this is you, we need you to join our team!

The Grants and Operations Manager reports to the Chief Operating Officer and is responsible for grant contract processing, fund management, and office operations. They assist with our growing fund development initiatives, data management and special projects.

### Why OAI?

Remember when we said at the top that we value work-life balance? That's legit; OAI's pay and benefits are generous! Benefits include:

- BCBS medical and dental insurance
- VSP vision
- Short- and long-term disability insurance
- Professional development opportunities
- Seven paid holidays plus we are closed between Christmas Eve and New Year's Day
- Hybrid office setting
- Paid time off
- Weekly mental health time off
- Monthly Internet/phone reimbursement
- 401k Plan with match
- Excellent technology and IT support
- Employee Assistance Network

OAI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability or genetics.

## **How to Apply?**

To apply, submit cover letter describing your interest and experience along with your resume to [oaihr@oaiinc.org](mailto:oaihr@oaiinc.org)

## **Key Areas of Responsibilities:**

### **Grants and Fund Management**

- Review and process foundation, corporate, and government grant contracts and agreements
- Maintain electronic copies of contracts, budgets, reports, audits, and funder correspondence
- Facilitate new grant kick off meetings to educate staff on contract requirements
- Work closely with budget managers to process budget modifications and contract amendments
- Participate in annual audit by prepping required documents for review
- Manage organization wide reporting calendar. Review and submit reports to funders
- Utilize Salesforce system to track contract details and fiscal and program reporting calendars
- Attends conferences, meetings, and trainings pertaining to funding opportunities, contracts, and grant administration.
- Maintain database and relationships with small, but growing individual donors

### **Operations**

- Organize and coordinate all office operations and procedures including managing office space and building management
- Assist COO with implementing COVID related in office protocols
- Assist ED and COO with initiatives, special projects and reporting, as needed.

### **Grant Proposals/Fund Development**

- Assist Executive Director and senior management with research, project management, writing and submissions of grants and proposals
- Assist with development campaigns through social media posts, emails and direct marketing

## **Required Qualifications:**

- Four-year college degree in a human services or related field, is preferred. Equivalent work experience will be considered.
- Detail oriented with excellent administrative and organizational skills.
- Excellent project management skills with experience in managing and supervising administrative projects
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail
- Proficiency in MS Office including Word, Excel and PowerPoint.
- Experience with Salesforce or other data management systems
- Ability to adhere to deadlines, react to unpredictable events quickly and efficiently, be resourceful, manage conflict and challenges