



sarah's inn
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Sarah's Inn is a community-based non-profit organization whose mission is to improve the lives of those affected by domestic violence and to break the cycle of violence for future generations. Our services and initiatives focus on ending relationship violence through domestic violence crisis intervention, community education, and violence prevention programs for youth.

Job Title: Fiscal & Grants Administrator

Department: Administration

Reports To: Finance & Operations Director

FLSA status: Exempt/full-time

Position Summary: The Fiscal & Grants Associate will assist the Finance and Operations Director with all aspects of the grants process including researching grant opportunities and NOFOs, coordinating the writing of and submitting proposals, tracking grant status, managing the grant/contract execution process, and submitting required reports on public grant funded projects as well as specific foundation and corporate grants. This position will ensure proper use of financial systems and reporting, budgeting, and billing of grants and contracts; this position also fosters relationships with grant contacts and works in partnership with the Director of Finance & Operations, the Associate Director, the Executive Director and the Accounting Manager.

Essential Duties and Responsibilities: Other duties may be assigned.

General Requirements:

- The position requires the ability to implement and administrate grant compliance and reporting requirements. The incumbent must be highly skilled in dealing with financial and numerical data, with the ability to manage time according to changing priorities. The ability to manage multiple concurrent projects in a deadline-oriented environment is required. The required quality of work output requires a special emphasis on accuracy, attention to detail and flexibility in prioritization.
- The position requires the ability to communicate with multiple constituents and to collaborate effectively with people at all levels of authority.

Grants Management:

- Serve as the primary fiscal contact for specific funders and sub-recipients; understand specific grant requirements; communicate any contract updates; and ensure financial compliance with contract conditions and assurances for public funding contracts and other foundation and corporate grants assigned.
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 - Coordinate and prepare required governmental grant proposals and reports, and resolve accounting and reporting issues, as necessary; assist with and participate in funder required audits.
 - Prepare grant invoicing vouchers and reporting requirements for grants.
 - Serve as a liaison between program directors/supervisors to ensure accuracy and timeliness of funder reports, budgets, billing, and grant submissions; ensure proper submission in collaboration with Finance & Operations Director.
 - Assist with the grants and contract closeout procedures in accordance with the rules and regulations of the funders.
 - Coordinate with the finance team and program staff, to ensure transactions are properly recorded and agree to the grant/contract agreement.
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- Maintain an updated calendar and synopsis document for each grant award particulars, i.e., funder, email and phone contact information, NOFO/LOI particulars, application and renewal due dates, invoicing, programmatic reporting, due dates, unique requirements, indirect cost availability, match, primary types of expenditures, pass-through status, funder funding streams, (such as federal funding) etc., and ensure compliance with funder required reporting and filing requirements for grants.
- Update the Grant Billing Tracker with grant billing expenditures on a monthly basis.

Grant Budget Preparation:

- Coordinate the budgeting process and detail for grants, and contracts with the Director of Finance & Operations.
- Review subrecipient budgets and reimbursement requests for alignment with grant agreements and assist the Finance and Operations Director with ensuring sub-recipients are in compliance with established administrative and financial policies, procedures, and sound business practices.

Direct Client Assistance Program:

- Work in collaboration with the Advocacy & Counseling Coordinator to process and approve direct client assistance applications; ensure accuracy and eligibility of client assistance requests.
- Coordinate with the Advocacy & Counseling Coordinator, the Associate Director and the Fiscal team on available funding streams and appropriately track and document assistance in accordance with funder requirements.

Infonet (State of IL domestic violence required database system):

- Assist the Program Data Coordinator with entry of crisis line calls and other staff activities data.
- Enter and maintain the Funding for Staff statement annually and update as needed

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- 5 – 7 years grant management, preferably in a nonprofit organization
- Solid computer skills with Adobe Pro, Excel, Microsoft Office Suite
- Experience with Amplifund and City of Chicago iSupplier preferred
- Sound judgment and decision-making skills, ability to identify problems, analyze issues, provide proactive solutions
- Strong interpersonal skills and effective communication skills
- Experience working in a small, high performing, and growing organization
- Ability to handle multiple tasks with limited supervision
- Detail oriented with strong organization skills
- Work cooperatively in a team environment

Location and Schedule:

Sarah's Inn Office- Forest Park



Overall, this position is Monday through Friday during normal business hours, however there will be exceptions requiring evening and weekend hours (i.e. for Client or Sarah's Inn Events, outreach events).

Education and/or Experience:

- Bachelor's degree preferred, or equivalent professional experience

Knowledge and Skills:

- Mission driven
- Excellent communication, organizational, writing and proofreading skills.
- Ability to problem solve and make decisions individually and/or within a team and take necessary action
- Ability to communicate effectively in diverse and persistent situations.
- Ability to prioritize and handle a variety of tasks and be self-directed.
- Ability to handle client and employee information with complete confidentiality.
- Ability to develop and maintain positive relationships with a wide variety of people, including but not limited to, board members, staff, volunteers, interns, government officials, community partners, organizational donors, media.
- Commitment to and experience in working with people from diverse cultural, ethnic, social economic backgrounds and lifestyles.

Success Factors/Job Competencies:

- Integrity & Ethics – models Organization's Vision, Mission & Values
- Collaboration & Teamwork – embraces an inclusive workplace
- Innovation/Continuous Improvement – finds innovative ways of executing work
- Job Knowledge/Technical Expertise – demonstrates a clear understanding of and executes roles and responsibilities
- Time Management/Productivity/Accountability – manages time and resources effectively
- Problem Solving/Decision Making – demonstrates proper judgment, problem solving and decision making
- Communication – effectively communicates
- Colleague Development - provides guidance, encouragement and feedback to subordinates for professional growth

Physical demands and work environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 30-35 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Performance Standards:

- Annual performance evaluation
 - Attainment of annual goals established between supervisor and incumbent
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Approval/revision date: June 2025

General sign-off: The employee is expected to adhere to all company policies while employed.
I have read and understand the contents of this job description.

Signature: _____ Date: _____