

## CoC Grants Manager/Director JOB POSTING

The Mission, Vision, and Values of Sacramento Steps Forward (SSF) is to end homelessness through leadership, convening partners, data-driven best practices, and improving system performance. Our vision is an equitable community where everyone has a safe place to call home. We believe in human-centered, community-inspired solutions, with a focus on equity, transparency, and continuous learning.

Under the supervision of the Chief Program Officer, the CoC Grants Manager/Director is responsible for the overall direction and leadership of the Grants Department and all the associated grant research, reporting, maintenance, and management. This position is responsible for reviewing and adhering to federal and state regulations. Oversees the core service of “Manage grants, monitor risk and ensure programmatic and financial requirements are met” and liaisons with other core services, including procurement. The Grants Director will serve as an expert on contract requirements and will be involved in community meetings, partner collaborations, and with various internal and external committees. This position includes the supervision of the Grants Department, including the Grants Analyst staff.

SSF embraces technology to develop ongoing efficiencies. Currently the office is a hybrid operation. This position will be required to report to the office periodically.

### **Essential Duties and Responsibilities include the following:**

- Manages the program and financial needs of a large portfolio of HUD grants, including the following:
  - Develops annual workplan related to the managing grants core service.
  - Regularly provides written reporting to CoC committees and SSF Leadership on key service performance indicators, annual workplan, and status and health of grants and recipients.
  - Oversees development and use of Manage grants, monitor risk and ensure programmatic and financial requirements are met core service policies, procedures and job aides.
  - Ensures timely reporting and compliance with HUD requirements.
  - Conducts fiscal and program monitoring of sub-recipients including direct SSF awards.
  - Communicates with sub-recipients and funders.
  - Processes budget amendments for sub-recipients.
  - Assists in resolving issues or problems with reimbursement requests by providing guidance and training to sub-recipients on how to accurately complete and submit such requests.
  - Works closely with the Grants Analysts to support on-site monitoring for each of the sub-recipients.
  - Answers questions and serves as an expert on sub-recipient fiscal requirements.
  - Provides direction and guidance on grants contract compliance and HUD regulations.
  - Manages the annual updating of various compliance manuals for Grants Analysts and subrecipients.
  - Manages the development of annual compliance training for SSF staff and sub-recipients and provides job aides for their use.
  - Oversees the delivery of regular compliance training to the sub-recipients.
- Aids in preparation of renewal project funding applications for the annual/biannual HUD NOFO Competition; supports new projects in conjunction with CoC Governance and prepares the required submissions to be uploaded to the HUD portal.
- Oversees the financial and program monitoring of HUD Projects and subrecipients with the Chief Financial Officer (CFO) to ensure grants are in good standing and contributes to financial analysis of sub-recipients, including but not limited to:
  - Reviews and analysis of monthly grant claim forms/reimbursement requests.
  - Identifies spending patterns or issues.
  - Processes of grant reimbursement payments.
  - Tracks grants contract spending to ensure full use of available funds.

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- Works closely with Finance Manager – Contracts & Grants and the CFO to ensure accurate financial reporting.
- Oversees preparation and submission of Annual Performance Reports including financial and HMIS data for HUD.
- Manages the HUD online portal, providing technical and user support for partner organizations.
- Reviews accounting practices for the expenditure of funds, which includes eligibility for payments and drawdowns from ELOCCS for program expenditures; monthly and quarterly reconciliations within all RTFH grants and subrecipient contract management.
- Prepares program budgets, schedules, and amendments to those program budgets and schedules.
- Develops systems for monitoring and assuring subrecipient compliance with program requirements.
- Monitors program activities and subrecipients for progress and compliance with program requirements.
- Coordinates the resolution of audit and monitoring findings.
- Evaluates program results against stated objectives.
- Proactively provides technical assistance with subrecipients to provide guidance, support, and corrective action as needed.
- Stays up to date on OMB Uniform Guidance (2 CFR 200), the HUD HEARTH Act, and the Code of Federal Register for the Continuum of Care Program (24 CFR 578), and all HUD COC, CDBG, ESG, and State funding for homeless and housing regulations and requirements.
- Ability to get along and work effectively with others.
- Regular, predictable attendance is required.
- Other duties may be assigned.

**Education and/or Experience:** Bachelor's degree (B.A.) from four-year college or university with a preferred concentration in business, planning, public administration, housing administration, community development or a related field AND a minimum of five (5) years experience in homeless, housing, community development and/or planning, with at least three (3) years in a supervisory or management capacity, including three (3) years experience with HUD COC grants or other federal and state homeless, housing or community development grants, such as ESG, CDBG, or HOME.

### **Compensation and Benefits:**

Manager or Director classification based on qualifications.

Compensation range: \$90K-\$130K/annually. Planned maximum is at the mid-range at hire, DOE.

Full-time, exempt position with benefits; health, dental, and vision, 401k, accrued time off and paid holidays.

### **To Apply:**

If you qualify, please submit your application, cover letter, and resume to [jobs@sacstepsforward.org](mailto:jobs@sacstepsforward.org); once submitted we will be in contact with you. You will find the employment application [HERE](#). **Please note that your submittal will not be reviewed unless all required items are received, including the application, cover letter, and resume.**

The position will be open until filled. Please do not contact Sacramento Steps Forward directly. No phone calls or personal visits will be accommodated without an appointment. Staffing and recruiting agencies, please do not respond.

We strive for inclusivity, equity, and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. We promote equal opportunity in the recruitment, selection, training, compensation, promotion, and benefits of all employees.

Sacramento Steps Forward is committed to the principles of being an equal opportunity employer. Sacramento Steps Forward organizational policies, practices, programs, activities and decisions regarding employment are not based

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on a person's race, color, sex, age, sexual orientation, gender identity, religion, national origin, disability, veteran status, parental status, housing status, or other protected status, in accordance with applicable law.

Sacramento Steps Forward is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Sacramento Steps Forward will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact [jobs@sacstepsforward.org](mailto:jobs@sacstepsforward.org).