



Cure Violence Global Position Description

Position Title: CBO Monitoring and Grants Compliance Manager
Project: DOJ Community Based Violence Intervention and Prevention Initiative (CVIPI)
Classification: Full-Time
Location: U.S.A
Reports To: Project Manager

Organization Overview

Cure Violence Global® (CVG) is a nonprofit organization whose mission is to reduce violence globally using evidence-based public health and disease control methods. CVG delivers in-depth training and technical assistance (TTA) on its proprietary Cure Violence® public health approach to violence reduction to jurisdictions and local community-based organizations. CVG's approach is grounded in an understanding that violence follows a contagious process: it clusters and spreads geographically, is transmitted through exposure, and is perpetuated and reinforced through social norms. The CVG model therefore focuses on 1) detection/interruption; 2) behavior change and treatment; 3) shifting community norms.

CVG's TTA approach calls for the identification of and collaboration with local partner organizations that have the capacity, credibility, and desire to operate a local program, with CVG providing start-up training, ongoing technical assistance, a peer learning network, and process and outcome evaluation to ensure program fidelity and maximal impact. Currently, CVG is working with more than 50 communities in the U.S. and in several other countries.

CVG is an equal opportunity employer and welcomes applicants of all races, ethnicities, religions, genders, gender identities, and sexual orientations.

Position Summary

The CBO Monitoring and Grants Compliance Manager is responsible for working with five (5) Community-based organizations (CBOs) receiving subgrants under CVG's Department of Justice grant award, to assist them with understanding their responsibilities, developing processes to ensure compliance with Federal regulations and operating their subgrants in accordance with the requirements of the primary grant. The Grants Compliance Manager will also work closely with CVG program and finance/accounting staff to ensure the CBOs are meeting timelines and project deliverables and ensure all reporting and documentation requirements are met. Grant term is 36 months – 10/01/24 to 09/30/27.

Essential Functions

- Provides expertise on grant compliance related to the DOJ grant, and helps provide interpretation of cost principles under OMB Uniform Guidance 2 C.F.R. Part 200 and all other applicable regulations, policies, and procedures in collaboration with finance/accounting staff. Interprets applicable regulations and translates into operational policies as required.
- Obtains an understanding of internal controls over the compliance requirements and related audit objectives, selected cost items, allowable and unallowable costs, and standard methodologies as it relates to each CBO organization.
- Assists the individual CBOs to learn and understand the requirements of Federal grants, in order to build capacity for future funding opportunities.
- Works with the Fiscal Organization Technical Assistance Specialist to assist the CBOs to develop organizational systems, practices and processes for tracking and documenting grant information and activities, to ensure compliance with grant requirements.
- Works closely with program staff and the leadership team to manage progress on project deliverables and ensure accurate programmatic reporting on subawards.
- Identifies and/or anticipates issues and proactively contributes to solutions. Problem-solves to enhance overall grant data collection, reporting and impact assessment.
- Work with the Project Manager and CVG COO to maintain grant agreements and MOUs pertaining to grant awards.
- Provides leadership, supports the data gathering process for CBO activities, and submits reports in a timely manner.
- Works closely with finance/accounting and leadership to ensure accurate financial reporting and procedural compliance on grant and subawards, and provide required information for audit.
- Provides ongoing individualized training and technical support to grantees in the areas of organizational capacity building, grants management, and compliance.
- Actively participates in team meetings and workgroups.
- Performs other duties as assigned within the scope of the position and project.

Qualifications and Skills

- Undergraduate degree in business, finance, accounting, public administration, or related field.
- At least three to five years' experience with government grants administration, budgets, contracts, and/or compliance.
- Documented experience in ensuring that transactions are recorded in compliance with GAAP, OMB Uniform Guidance, federal, state, and local regulations, and individual grant and contract requirements.
- Technical skills, analytical ability, good judgement, strong operational focus, and high ethical standards.
- Well-organized and self-directed, while also operating as a team player.
- Robust problem-solving skills and collaborative ability to work with others to facilitate the grant process.
- Excellent project management skills.
- A strong educator who is willing to share information and serve as a mentor.
- Ability to manage multiple priorities to ensure work is completed in a timely and productive manner. Ability to work with tight deadlines.

Disclaimer

This job description reflects the general nature and level of work anticipated in this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Nothing restricts management's right to assign or reassign duties and responsibilities to this job at any time.

The applicant will have to participate in a yearly performance review process.

Please submit cover letter and resume to:

Hollie Ellis

Manager of Human Resources

Cure Violence Global

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