

## **Michigan Fitness Foundation Director of Grant Operations Position Description**

**EDUCATION:** Degree in management, communication, finance, public administration or health-related business or management field, in combination with 5 or more years of experience in administration of large grant projects and/or non-profits with increasing levels of responsibilities.

**DESCRIPTION:** The Director of Grant Operations will lead and support, as part of a program and grant finance team, operations of multiple and varied programs and associated program requirements. Programs could include federal reimbursement grants, public funding allocations, private partnership grant projects, and development of further project proposals. Responsibilities include partnering with program leads to develop implementation and monitoring of procedures to ensure compliance with program operation requirements, budget development and monitoring, contracts and procurement, financial analysis, and reporting.

### **ESSENTIAL FUNCTIONS in 3 key areas:**

#### **Program and Grant Management**

- Maintain up-to-date knowledge of federal, state and other grant management practices.
- In partnership with program leads, ensure all grant operations are in compliance with appropriate grant guidance, including Federal Uniform Guidance.
- Maintain an understanding of how regulations and statutes translate within the context of multiple, individual grants and programs.
- Lead operations compliance oversight.
- Coordinate with program and grant leads to develop and implement program and grant monitoring procedures.
- Work with program leads to enhance organization partnerships statewide.

#### **Program and Grant Finances**

- Provide financial analysis and award support for programs and grants including direct technical assistance to grantees and contractors.
- Budget development, budget monitoring and budget amendments for all areas of programming both as grantee and grantor.
- Preparation of grant financial reports using funder-required forms and systems.
- Utilize finance and accounting software.
- Provide annual single audit support.
- Oversee alignment of program and grant budgets with accounting structure and coding.
- Oversee program and grant time tracking and reconciliation to grant budgets and reports.
- Support and monitor program and grant-related procurement and vendors.
- Lead risk assessment analysis for program and grant fiscal and operational performance including development and support for remediation.
- Oversee program and grant fiscal record maintenance and archives.

#### **Contracts and Grants**

- Prepare and negotiate grantee and contractor agreements.
- Coach and train staff and contractors on grant-related operational functions.
- Participate on proposal and grant-writing teams as needed.

#### **Function as a member of a collaborative work group**

The Michigan Fitness Foundation was established in 1994 as a nonprofit public charity foundation to expedite the Governor's Council on Physical Fitness, Health and Sports' policies and programs and provide a broader funding base for its initiatives. The Governor's Council envisions a physically educated population with the knowledge and skills to enjoy a healthy, vigorous and safe lifestyle in communities designed to support physical activity.

## **JOB REQUIREMENTS AND QUALIFICATIONS:**

- A minimum of 5 years of experience with federal, state, or non-profit grant finance and management process, administration, and regulations preferred.
- Advanced degree or certification preferred; experience can substitute for degree.
- Certified Grant Management Specialist (CGMS) or equivalent designation or training desirable.
- Sound knowledge of grant management guidance and regulations, including Uniform Grant Guidance.
- Ability to conduct operations compliance training for assigned grants and contracts.
- Demonstrated ability to communicate with grantees and contractors with varying skill sets and backgrounds.
- Familiarity with account practices, procedures, and software.
- Strong fiscal data management & analysis skills with especially strong skills in MS Excel and Adobe Acrobat.
- Demonstrated leadership and negotiating skills.
- Understanding of team building and the value of a customer service perspective.
- Ability to manage multiple tasks simultaneously and to work independently.
- Strong written and oral communication skills.
- Occasional in-state and out-of-state travel for conferences and site visits.

## **OTHER INFORMATION:**

- Must be able to attend periodic in-state trainings, grantee monitoring visits, and a weeklong training out-of-state.
- Must be able to constantly operate standard office machines, and constantly communicate with internal staff as well as external partners through multiple channels.
- Must be able to frequently remain in a stationary position as well as move about in the course of general duties.
- Will work in usual office working conditions where noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.
- Must have a valid driver's license and be able to provide proof of valid auto insurance.

## **Salary commensurate with experience. Excellent benefits package offered.**

The Michigan Fitness Foundation is an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. The Michigan Fitness Foundation reserves the right to modify the duties or position description at any time. This fulltime position is located in Lansing and is considered to be exempt.

## **Interested applicants should email a resume and cover letter to:**

[msscott \(at\) michiganfitness \(dot\) org](mailto:msscott@michiganfitness.org)

Michigan Fitness Foundation

ATTN: Dr. Marci Scott

**Please use subject line:** Director of Grant Operations Position

Director of Grant Operations PD MKS/GH/DB 2/20

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