



Grants Manager Position Announcement

Position: OAA Nutrition/Evidenced Based Programs Grants Manager

Status: PT (.5.0) – Non-benefitted Position

Schedule: To be determined based on availability

Closing date: Open until filled

Position Summary - Under the supervision of the Finance Director, this position is responsible for the administration of Title IIIC (Nutrition) and IIID (Evidenced Based Programs) including financial and compliance monitoring.

Summary of Essential Duties:

- Provide financial oversight of contracts and Title III grants including submitting/approving payment requests, processing, resolving audits, monitoring expenditures, reconciliation activities and compliance testing.
- Management of the contract/grant review process.
- Offer TA to applicants as needed.
- Monitor and assess grant projects/contracts/communicate with grantees.
- Assist with preparation and submittal of quarterly progress reports to the MN Board on Aging.
- Participate in presentations/meetings representing SEMAAA's Finance Team, conduct site visits with providers and contribute to agency audit.

Education & Experience Requirement:

A combination of college and work experience that would demonstrate an ability to perform technical and financial administration of grants and contracts funded by multiple funding sources.

Education and work experience in home and community-based services or related fields desirable. Skills in oral/written communication, knowledge of Excel/understanding of grants management software platforms is essential.

Submit cover letter & resume to Laurie Brownell, SEMAAA Executive Director laurie@semaaa.org

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