

## Job Description – Grant Management and Reporting Specialist

**Connect passion with purpose.** Access to Capital for Entrepreneurs (ACE) is a 20-year Community Development Financial Institution (CDFI) that gives small businesses a chance when others can't or won't. Since ACE's first loan in 2000, we have provided over \$97 million in business capital to small businesses and supported more than 1,400 entrepreneurs to create or retain over 12,000 jobs across 68 counties in Georgia.

ACE is looking for a qualified candidate to fill the position of **Grant Management and Reporting Specialist**. Seeking a taskmaster and detail-oriented person with an assertive spirit ready to help a mission-based lender do innovative and impactful work with small business entrepreneurs. **May work remotely.**

### General Overview

The *Grant Management and Reporting Specialist* is a salaried, exempt position that reports to the Chief of Strategic Partnerships. Position provides oversight of the administration of federal, state, and private grants; in partnership with Program and Operations teams, ensures program staff accomplish their approved program initiatives and that the organization meets reporting requirements. The *Grant Management and Reporting Specialist* is responsible for reviewing new grants, grant deliverables and ACE agreements for outcome requirements; creating and following processes for tracking reporting; analyzing data to support strategic organizational decision-making; alerting management when outcome criteria is in jeopardy; and completing and filing all documents and reports with applicable funders in a timely manner.

### Essential Duties

- Assess ACE's ability to reasonably fulfill those requirements in conjunction with all involved departments.
- Review new agreements for outcome and impact requirements.
- Maintain the systems ACE needs to track data and report efficiently and effectively on impact and outcomes.
- Maintain tracking/recordkeeping and documentation mechanism for all executed agreements and reporting requirements.
- Generate reports required by third parties and internal partners, ensuring both accuracy and timeliness.
- Collaborate with colleagues across disciplines responsible for the accurate and timely collection of data - includes communication and organizing status meetings.
- Analyze data to provide insightful and accurate trends, report concerns, and celebrate successes.
- Remain current with industry best practices.
- Proficiency with utilization of Salesforce for reporting management

### Additional Responsibilities

- Supports grant writer, as needed with proposal writing.
- Compile data from all necessary sources; analyze and monitor the data to track organizational metrics, and ensure the organization is on track to meet strategic milestones
- Collaborate with other departments on the creation and production of reports demonstrating programmatic outcomes.
- Develop and execute new processes as required.
- Perform other duties flexibly and creatively as needs arise.

**Qualifications**

- Minimum of 3 years of experience in grant management and reporting at a comparable nonprofit or financial institution.
- Knowledge of outcome and social impact reporting and best practices
- High level of proficiency using Excel.
- Proficiency with Salesforce – reporting, creating, pulling customizing and alerts.
- Proven track record of attending to detail, tracking, analyzing and reporting data and meeting deadlines.
- Collaborative workstyle that thrives in a fast-paced environment with a customer service focus
- Clear writing style and experience with government and non-government grants
- Solves problems creatively.
- Manages time efficiently.
- Attends to details meticulously.
- Communicates effectively in writing and verbally.