

**JOB DESCRIPTION**

**Position Title:** Grant Administrator

**Supervisor:** Executive Director **Employment Status:** Full-time

**FLSA Status:** Exempt **Salary:** $75,000- $80,000

This position is responsible for the oversight and management of the Family Violence Prevention and Services Act (FVPSA) funding administered by the Maryland Network Against Domestic Violence (MNADV). This is a managerial position responsible for the supervision of the FVPSA Fiscal Manager. The position reports directly to the MNADV Executive Director.

**Duties and Responsibilities:**

* Oversee the administration of MNADV’s FVPSA American Rescue Plan Funding and other related FVPSA funding that is sub-granted out to local domestic violence service providers.
* Design and implement internal systems to administer grant funding including tracking and monitoring programmatic and financial progress of subgrantees.
* Responsible for subgrantee orientation, selection of topical webinars, and provision of technical assistance related to programmatic and/or fiscal needs of subgrantees.
* Accountable for agency and subgrantee adherence to federal and state requirements and grant special conditions.
* Produce reports for funder and field as needed on uses of FVPSA funding and impact.
* Work with MNADV Board, staff, member programs and other stakeholders to formulate funding policy positions related to FVPSA funding and state administration.
* Evaluate grantees’ effectiveness in using FVPSA funds to address program priority areas.
* Demonstrate commitment to the values of equity, diversity, and inclusiveness.
* Participate in agency-wide events, such as MNADV’s annual Memorial Service, Annual Meeting, and statewide conferences.
* Attend staff meetings and ad hoc meetings as needed.
* Perform other related duties as assigned.

**Minimum Qualifications:**

* Substantive knowledge of and 5 – 7 years of experience in grants management.
* Expertise or demonstrated commitment to working in the field of domestic violence, sexual assault, stalking and/or violence against women.
* Knowledge and understanding of the Family Violence Prevention and Services Act, preferred.
* Strong organizational and program management skills required.
* Ability to work independently and under deadline.
* Strong computer skills required including experience with Excel, Zoom, and Microsoft Teams.
* Must be able to travel to meetings, and events in DC/Maryland area (post COVID).

**Benefits:**

* Position is remote 40 hours per week.
* 100% of health insurance (for employee only) is paid by MNADV.
* 14 paid holidays.
* 4 weeks paid leave is accrued (sick and vacation) annually.

Note: This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

**All interested parties, please send cover letter and resume to:**

Jenn Pollitt Hill, Executive Director

Maryland Network Against Domestic Violence

3601 Presidents Drive, Suite 300, Lanham, MD 20706 or

[jphill@mnadv.org](mailto:jphill@mnadv.org)