



## **JOB DESCRIPTION:**

### **Grants Manager**

#### **ABOUT**

NEKCV is a community-driven organization whose mission is to ensure high-speed broadband internet service is available to the most rural and underserved communities in the Northeast Kingdom, Wolcott and the Central Valley. Founded in 2020 we began network construction in 2021.

We're a small company of fewer than 20 employees, which means there's lots of room for growth and learning. Here at NEKCV, we're committed to creating an inclusive culture where all employees feel welcomed and valued.

NEKCV has an office and warehouse in Danville, a warehouse in Montpelier, an office and warehouse in Brighton, and performs much of its business remotely.

#### **Position Overview:**

The Grants Manager is responsible for overseeing the lifecycle of grants, from development to financial management and reporting. The role includes ensuring compliance with all regulatory and contractual obligations associated with grant funding. This individual will work closely with the finance teams, CFO, Executive Director, Accounting Team and external partners to ensure that grants are used effectively and in compliance with all funder requirements.

#### **Key Responsibilities:**

##### **1. Grant Management and Metrics:**

- Manage all aspects of the grant process, from application to close-out, ensuring timely submission of proposals, reports, and supporting documentation.
- Monitor and track grant activities, budgets, and outcomes to ensure that grant conditions are being met.
- Maintain accurate and complete records of all grant documentation, including agreements, budgets, and reports.
- Assists with the development and monitoring of company metrics and works with other departments to assist in their tracking and reporting.

##### **2. Compliance Monitoring:**



- Ensure that the organization remains compliant with all applicable regulations, grant terms, and conditions by working with relevant attorneys and consultants.
- Develop and implement policies and procedures to ensure grant compliance and audit readiness.
- Keep abreast of changes in regulatory requirements and inform relevant teams of any potential impact.
- Manage the development and submission of compliance reports to funders and regulatory bodies.

### 3. Financial Management:

- Track and monitor grant expenditures to ensure compliance with the approved budget and timely disbursement of funds.
- Ensure that financial reports are submitted accurately and on time, in compliance with funder requirements.
- Assist accounting team with the preparation of financial statements, audit reports, and any other financial documents required for grant compliance.

### 4. Capacity Building and Training:

- Provide training and technical assistance to staff on grant management and compliance issues as needed.
- Develop tools and resources to assist staff in managing grants effectively.
- Develop tools to help staff with other metric reporting, across the organization.
- Serve as a resource on all grant-related questions, including interpretation of grant terms and conditions.
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### Qualifications:

- **Education:** Bachelor's degree in Finance, Accounting, Public Administration, or related field. A Master's degree is a plus.
- **Experience:** Minimum of 3-5 years of experience in grant management and compliance, preferably within a non-profit, public sector, or academic environment.
- **Skills:**
  - Strong knowledge of grant management processes, including pre-award, post-award, and close-out.
  - In-depth understanding of federal, state, and private grant regulations (e.g., OMB Circulars, Uniform Guidance).
  - Proficiency in budget development, financial reporting, and monitoring grant compliance.
  - Excellent attention to detail, organizational, and communication skills.



- Ability to manage multiple projects and deadlines simultaneously.
- Strong problem-solving and analytical skills.

## **LOCATION, HOURS, AND COMPENSATION**

### ***Working Environment and Benefits***

- Salary Range:\$75,000 to \$82,000 (doe)
- Benefits are competitive, including 100% health insurance for the employee and up to 75% for the family; 30 days of combined time off; dental, vision, short and long-term disability, life insurance, and up to 3% retirement match.
- The position is full-time.

**How to Apply:** Interested candidates should submit their resume and a cover to [careers@nekbroadband.org](mailto:careers@nekbroadband.org).