



JOB POSTING

Position Title: Financial Grants Manager

Hiring Manager & Direct Supervisor: Ursula Staneff, Chief Financial Officer

Status: Full-Time, Exempt

Manages Others: No

Work Location: Hybrid

Salary range: \$80,000 - \$90,000

Posting date: 8/25/26

Position Summary

The Financial Grants Manager supports grant-funded, non-grant-funded, and internal administrative projects from planning through closeout, ensuring that program leaders & budget owners have the information necessary to manage budgets, compliance, reporting, training, and administrative processes. The role serves as an administrative liaison among finance, program operations, leadership, and partners to coordinate information, decisions, timelines, and follow-through.

The position supports effective funding management through financial analysis, financial controls, attention to detail, clear communication, relationship building, technical assistance, and simple cross-team processes, using an approachable, collaborative, and cooperative style with diverse stakeholders.

The ideal candidate brings financial project management expertise, a positive customer-service-focused mindset, and a collaborative work style that fosters accountability and results, all in service of the Combined Entity's mission to improve health outcomes through cross-sector collaboration.

Key Responsibilities

- **Stakeholder coordination, liaison work, and technical assistance:** Serve as a primary finance liaison with internal teams, funders, clients, subcontractors, subrecipients, and partners; provide technical assistance on finance and administrative processes such as but not limited to, budget modification, contract modification, accounts payable, management of YTD spend to budget etc.; coordinate information, timelines, materials, decisions, and follow-up; manage expectations, strengthen relationships, solve problems with diverse groups, and support alignment across all levels.
- **Continuous improvement:** Identify efficiencies and help develop simple, practical, cross-team processes that reduce complexity and improve follow-through.
- **Budget management and financial oversight:** Support the development of and provide ongoing financial analysis of project budgets, track expenditures and budget-to-actual

performance, support budget modifications and projections, and ensure funds are used in accordance with approved plans and allowable cost requirements. Supports project oversight and implementation by: Monitoring work plans, deliverables, timelines, and grant objectives; identify risks, resolve issues, adjust plans, and collaborate with program staff to keep activities documented, efficient, and on track.

- **Compliance and reporting:** Ensure adherence to legal, contractual, and grant conditions, funder requirements, regulations, organizational policies, and applicable standards such as federal Uniform Guidance; prepare timely financial and narrative reports.
- **Program director training and onboarding:** Provide regular training for program directors on grant processes, compliance, support development of program budgeting, reporting, and workflows; support onboarding for new program directors to ensure consistent understanding and efficient execution.

Required Qualifications and Professional Experience

- **Education:** Bachelor's degree in business administration, nonprofit management, human services, healthcare, project management, grant management, or related field required; advanced degree or certification preferred.
- **Experience:** Minimum of four years of experience in grant administration, financial management, financial analysis, or a related field required. Experience with federal and non-federal grants and nonprofit, healthcare, government, educational, or community-based organizations preferred. Additional experience in healthcare or human services operations, managing third-party funded programs, and program implementation is highly desirable.
- **Technical skills:** Proficiency with Excel, financial systems, and grant management platforms; ability to interpret grant agreements, budgets, reports, funder guidelines, and regulations.
- **Leadership and collaboration:** Demonstrated ability to build strong relationships across teams, manage expectations, serve as an effective liaison, and communicate positively through evolving priorities and feedback. Leads with a collaborative, approachable style. Prior supervisory experience is preferred, as future supervision responsibilities may be assigned.
- **Adaptability and initiative:** Demonstrated ability to manage multiple priorities, navigate ambiguity, clarify expectations, remove barriers, and drive work toward successful outcomes.
- **Organizational reach:** Proven ability to build effective relationships and collaborate across all levels of the organization, including program staff, volunteers, operations, finance, and executive leadership. Familiarity with the Combined Entity and its partner organizations is preferred.

Essential Job Functions

- Own the quality, completeness, timeliness, and efficiency of the financial program development, review, and reporting process.
- Create checklists, templates, calendars, award files, and documentation to support proposals, reports, MOUs, budgets, compliance deliverables, approvals, and audit readiness for existing projects and contracts.
- Support and assist funding development employees, program and finance employees, subcontractors, subrecipients, and partners in developing compliant materials, meeting requirements, and understanding finance and administrative processes.
- Develop and deliver ongoing training and onboarding for program directors to promote consistent grant administration, efficient workflows, and clear expectations.
- Serve as a relationship manager and administrative liaison with funders, partners, internal teams, volunteers, senior leaders, and executive leadership, providing technical assistance as needed.
- Prioritize competing deadlines and shifting requirements while maintaining follow-through, accountability, quality, and constructive communication through feedback cycles and changing circumstances.
- Move initiatives forward by working with diverse groups to align stakeholders, resolve challenges, adapt plans, and design streamlined cross-functional workflows.

Core Competencies

Financial & Technical Competencies

- Problem Solving & Financial Analysis
- Technical Expertise & Financial Integrity
- Financial Program Budget Development & Lifecycle Management

Operational Competencies

- Process Improvement & Operational Alignment
- Project & Change Management
- Results-Based Accountability

Interpersonal Competencies

- Stakeholder Engagement, Education & Communication
- Cross-Functional Collaboration
- Team Collaboration & Independent Initiative

Mission & Culture Competencies

- Equity-Centered Leadership
- Emotional Intelligence & Self-Regulation
- Passion for Community Impact
- Contribute to a Mission-Driven Culture

Skills & Attributes

- Strategic thinker with excellent organizational and systems-thinking skills.
- Skilled project manager with the ability to prioritize, delegate, and manage timelines across multiple initiatives.
- Collaborative and empathetic leader who fosters inclusive, trusting relationships and supports cross-functional teamwork.
- Positive attitude and emotionally intelligent, demonstrating self-awareness, regulation, and professionalism in high-pressure environments.
- Effective communicator with the ability to engage and influence diverse internal and external audiences.
- Self-starter with a high degree of autonomy, adaptability, and resilience in a dynamic, mission-driven environment.

How to apply:

Submit your resume to Krista Berry, Director of Human Resources, at:
employment@commongroundhealth.org

Equal Employment Opportunity

In support of the Americans with Disabilities Act (ADA), this job description lists those responsibilities and qualifications deemed essential to the position. This job description is a summary of the typical functions of the job, and additional responsibilities may be assigned as necessary.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender, gender identity or expression, sexual orientation, national origin, marital status, genetics, disability, age, veteran status, or any other legally protected status.

The Combined Entity is committed to providing service that is culturally and linguistically appropriate for our diverse partnerships. We work to ensure that our philosophy of cultural and linguistic diversity is embraced in all levels of our organization. Culturally competent services are required from both our employees and our partners.