GRANT MANAGER

The Mid-America Regional Council (MARC) is seeking a motivated and team-oriented individual with strong financial skills to serve as Grant Manager. This role would be responsible for a large portfolio of Head Start and Early Learning grants and would be a key member of the Finance Department leadership team.

ABOUT US

MARC, the association of local governments and metropolitan planning organization for the bistate Kansas City region, promotes and supports cooperation on regional issues, including transportation, the environment, our workforce and economy, aging services, community development, quality early learning, public safety communications and emergency services. MARC has a collaborative work environment with a culture based on integrity, innovation, diversity and inclusion, excellence in performance and service leadership. Our hybrid work schedule provides opportunities for both interaction with and learning from colleagues, and quiet focus time at home. Continued professional development and ensuing career development is central to our value of excellence in performance and staff is encouraged to take advantage of a variety of opportunities for training and skill development.

ABOUT THIS POSITION

This is a highly responsible management position that provides grant management leadership and expertise to support MARC’s policy goals and initiatives. This position leads a team of grant accountants and works in concert with program managers and other stakeholders to provide comprehensive fiscal management for programs funded by multiple grants. This position requires a high level of familiarity with federal and state grants, Uniform Guidance, and various reporting methods and procedures. Work is performed independently with directional oversight from the Finance Director.

What you’ll do

- **Grant Accounting**: Oversees and manages grants/projects including building grant infrastructure, assisting program staff with budgets and contracts, reviewing monthly requisitions, revenue recognition, journal entries, budget changes, and financial reports. Liaises with program/budget staff, directors, and grantor agencies. Provides financial status and projections by funding stream and program to the Director of Head Start. Sets targets and creates projections aligned with programmatic requirements, goals, and sustainability.

- **Grant Compliance/Monitoring**: Ensures agency compliance with federal, staff and local grant requirements, laws, and regulations. Ensures timely filing of appropriate reports and other correspondence as needed with local, state, and federal agencies.

- **Reporting**: Prepares a variety of fiscal reports for various constituent groups, both internal and external. Completes required schedules and provides work papers and analysis for various audits.

- **Monitor Best Practices**: Understands and initiates ongoing review and updating of financial and grant-related policies and procedures, including internal controls. Attends professional development training each year and stays abreast of current GAAP, GASB statements, and grant management practices.

- **Special Projects**: Participates in special projects related to grants and other broader financial issues of the organization.
• **Provide Leadership:** Leads a team of grant accountants and fosters individual growth and development while building team rapport and cohesiveness. Leads teams through problem solving, conflict resolution, process improvement, and department goals.

• **Collaborate:** Communicates and aligns with Finance Director, Program Directors and other staff to accomplish organizational goals and priorities. Builds relationships with external partner agencies to provide key fiscal support.

**ABOUT YOU**

The ideal candidate will be:

- Personable, with ability to build positive relationships
- A team player willing to assist and support others
- A leader who values teamwork, communication, and collaboration
- Highly motivated to produce quality work and meet deadlines
- Dedicated to achieving a high level of accuracy
- Someone who values public service
- Committed to developing innovative processes and collaborating on solutions

The ideal candidate will have:

- 5+ years of fiscal leadership managing professional staff
- Experience with Generally Accepted Accounting Principles (GAAP) and Uniform Guidance
- Experience working with and managing grants
- Thorough knowledge of accounting and financial best practices
- Bachelor’s degree in accounting, finance, or a related fiscal field
- Strong analytical, strategic thinking skills
- Ability to communicate financial information in clear, actionable ways
- Ability to review financial data for accuracy and to identify aberrations and trends
- Proficient technology skills, especially in Excel
- Ability to learn and expand technology capabilities
- Ability to pass a background check

**SALARY AND BENEFITS**

MARC offers a team-oriented and flexible work environment and a competitive fringe benefit package. MARC offers employees the flexibility to work remotely for up to two days per work week. Annual starting salary will depend on qualifications and experience.
HOW TO APPLY

To apply, complete our online application form and attach your cover letter and resume. For more information, visit marc.org/jobs.

MARC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. MARC may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.