



Domestic Violence and Sexual Abuse Services

JOB ANNOUNCEMENT

Position: Grants Manager (20 hours/week)
Salary: \$19.43 - \$21.37 hr depending on experience with generous benefits.
Start Date: ASAP

The Advocacy Center seeks a **part time, 20 hours per week, Grants Manager** who will be responsible for the management of agency service data and efficient and accurate reporting for internal, local, state and federal grants. This includes management of our client data management system. The Grants Manager will determine the types of data to be collected to meet grant objectives, will be responsible for timely and accurate submission of data and workflow processes related to data collection, and will oversee the continual improvement of data collection systems, processes and policies including quality assurance processes.

This is an in person position that has the possibility of some remote hours once training is complete.

The ideal person for this job is someone who enjoys collaboration and works effectively alone. Much of this position tends to be solo work with bouts of close collaboration and communication with multiple parties. This person is task oriented, enjoys checking things off a list, and is able to easily switch between various platforms, software and databases. It is imperative that the right candidate have a proven ability to learn new platforms quickly and easily. This position requires a numbers mindset and a passion for timeliness, deadlines, and accurate data.

Benefits Package: Annual financial contribution (\$7,000 in 2023 prorated to start date) towards our cafeteria health benefits program which includes individual medical, dental or dependant care benefits or expense reimbursements, generous time off (2 weeks vacation the first year increasing thereafter, 16 paid holidays, 5 personal days, 12 sick days). After three years of employment, an annual contribution of 5% of salary will be made to the employee's established retirement account. Retirement accrual begins at 18 months and employees are vested at 3 years of employment.

Physical Requirements: Applicants must be able to ascend/descend stairs, periods of sitting, computer use.

We want to effectively serve the diverse needs of our community and we strongly encourage BIPOC and/or bilingual people to apply.

We provide extensive training to our staff and are committed to strong supervisory support and professional development opportunities. Located in Ithaca, NY, the Advocacy Center is an organization whose roots are based in feminism, social change, and victim rights. We are

dedicated professionals with a strong work ethic who also promote self-care and wellness as we value a healthy work/life balance.

TO APPLY: Please review qualifications and submit two separate documents (in MS Word or PDF format only): 1. Cover Letter and 2. Resume Please submit as two separate attachments to an email to jobs@actompkins.org. Applications will be accepted until the position is filled.

QUALIFICATIONS

- Experience with non-profit grant reporting or experience using databases to track data and generate reports
- Advanced knowledge in excel
- Knowledge of Google for Business platform helpful
- Solid planning and organizational skills with high attention to detail, accuracy, protocol and deadlines.
- High level of flexibility and responsiveness with the ability to shift priorities quickly and as organizational demands require.
- Experience with database entry and structure of queries/reports
- Strong interpersonal and collaborative skills
- Flexible schedule
- Commitment to working from an anti-oppression, harm-reduction, and strengths based trauma-responsive approach
- High level of discretion in maintaining confidentiality of sensitive materials and issues.