



## **Development and Compliance Coordinator**

Full-time, Salaried

### **Position Summary:**

The Development and Compliance Coordinator role is essential to ensuring accurate financial and grants tracking and compliance. This position works closely with the Executive Director, Director of Finance, Director of Development and Communications, grants team, and Service Directors as needed. This position has an option to work from home on a limited basis and requires supervisor approval.

### **Qualifications:**

- Bachelor's degree in nonprofits, business/administrative management preferred. Associates degree with experience considered.
- Experience in data entry and manipulation, database management and contract compliance.
- Basic accounting skills desired, but not required for this position.
- Exceptional organizational and decision-making skills.
- Attention to detail and accuracy.
- Strong written and verbal/oral communication and interpersonal skills and ability to work effectively with others as part of a team.
- Ability to develop rapport with people of all ages, backgrounds, and economic resources, and to treat others in a friendly, courteous, and appreciative manner.
- Ability to address conflict and problem solve.
- Flexibility and ability to handle stress and new or undefined situations.
- Ability to maintain confidentiality concerning volunteers, clients, students, children, and staff or agency business.
- Ability to work with minimal supervision, take initiative, and prioritize multiple projects and tasks with changing priorities.
- Computer skills, including experience with Google, Microsoft Office Suite, Salesforce (or other database) and Google Drive, and/or ability to learn new software and systems.
- Awareness of issues related to literacy, immigrants, refugees, women, poverty, and mental illness.
- Commitment to the CMC mission and the values of the Sisters of Mercy.

### **Responsibilities:**

#### **Grant Tracking and Compliance**

- Ensure complete processing of contracts including signatures, program requirements in database, documents filed on server and in appropriate files.
- Support the tracking of grant status and submissions, including ensuring all supporting documentation is submitted and received (and reflected in data systems).
- Ensure data, program information, and reports are available in a timely manner to fulfill contracts, grants and other funding requirements
- Provide for proper and complete tracking, reporting of grants and required program objectives and data, and ensure relevant program staff have clear visibility of grant objectives and reporting deadlines.

- Prepare for monitoring and site visits, as well as the annual audit, by gathering and organizing required documentation.
- Maintain and ensure adherence to reporting requirements and schedule for assigned grants.
- Track progress of contract completion with regard to expenditures and deliverables. Provide progress reporting to Directors.
- Support the proper allocation of receivables and expenses to specific grant, program, project, and/or client accounts.
- Coordinate reimbursement and claims process for assigned grants
- Aggregate grant payment data on a monthly basis and donor data on a yearly basis.

#### **Development and Database Activities**

- Manage deposit process including collecting and tracking donations and grant payments received.
- Prepare and process acknowledgment letters including memorials and pledge reminders.
- Create Salesforce reports and prepare mailing lists for appeals and other mailings.
- Provide for data accuracy and support the integrity of the database through regular monitoring.
- Support and provide for Salesforce training as needed to ensure user adoption and adherence to required documentation.

#### **General Agency Duties**

- Be able to explain CMC program information to students, clients, residents, volunteers and others in the community.
- Present a positive image of the Center and its programs.
- Provide direction, guidance and support to volunteers and interns as relevant to role, foster relationships with, and show appreciation for volunteers with whom you are in direct contact.
- Contribute to the CMC newsletter, board/committee reports and other public information activities as needed.
- Assist with CMC fundraising efforts and serve on event committees as needed.
- Maintain clean and organized facilities including the storage and archives.
- Assist with the shared staff responsibilities for security of the clients/volunteers and building.
- Perform other duties as requested/assigned.

#### **Physical Work Requirements**

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee regularly is required to stand, walk, sit for extended periods of time, work at a computer, and engage in repetitive hand and/or wrist movements.
- The employee occasionally lifts and/or moves up to 40 lbs.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.