



CARECEN

Central American Refugee Center

The Central American Refugee Center (CARECEN) is a non-profit that has served the immigrant community on Long Island for four decades through legal services, community education and advocacy. We seek a Grants manager to join our Finance team. The Grants Manager is a full time, salaried, exempt position.

Overview of the Role

The Grants Manager ensures the organization's compliance with grant-related requirements, focusing on tracking reporting deadlines, coordinating fiscal reporting, and maintaining comprehensive records. This role supports organizational transparency and accountability by ensuring timely and accurate submissions to funders.

Key Responsibilities

- **Grant Reporting:**
 - Prepare and submit timely progress and financial reports to funders.
 - Ensure reports include all required data, outcome metrics, and success stories.
 - Work closely with program and finance teams to gather necessary documentation and data for reporting.
 - Regularly communicate upcoming deadlines and requirements to relevant staff.
- **Grant Database Management:**
 - Maintain the Grant Hub Pro database to track reporting deadlines, financial allocations, and deliverables.
- **Fiscal Oversight:**
 - Collaborate with the finance team to prepare financial reports, reconciliations, and expenditure tracking for grant-funded programs.
 - Monitor grant budgets to ensure alignment with approved funding allocations.
 - Support audits and funder compliance reviews by providing required financial documentation.
- **Data Management and Compliance:**
 - Ensure the organization adheres to funder requirements and grant agreements.
 - Maintain detailed, organized records of grant applications, agreements, budgets, and communications.

- Conduct periodic reviews of grant performance to evaluate organizational impact and ensure alignment with funder goals.
- Keep records of communications with funders, invoice approvals, and payments received.
- Oversee grant data in relevant databases, such as Quickbooks, Rippling, and GrantHub Pro.
- Track each grant's spending and allocations in the databases, ensuring there is no project overlap or confusion over funding sources.
- **Collaboration and Communication:**
 - Serve as the liaison between funders and internal teams regarding reporting and compliance matters.
 - Provide training and support to staff on grant reporting requirements and processes.
 - When new financial tasks arise, offer your support to the finance team proactively, such as assisting with reconciliations or reviewing financial statements.
- **Other duties as assigned.**

Qualifications:

- Bachelor's degree in finance, public administration, or related field.
- Minimum of 2+ years of experience in grants management, fiscal reporting, or nonprofit administration.
- Strong organizational and project management skills with attention to detail.
- Proficiency in grant management systems and financial reporting tools (e.g., QuickBooks, Excel, GrantHub).
- Knowledge of nonprofit compliance standards and funding processes or willingness to learn.

Key Skills:

- Excellent written and verbal communication skills.
- Advanced proficiency in Microsoft Excel and data analysis.
- Ability to meet deadlines under pressure.
- Analytical mindset with a focus on process improvement.

Home Office: Hybrid / based out of CARECEN's Hempstead and Brentwood offices

Compensation:

- \$55,000 to \$70,000 annual salary
- Full medical, dental, vision and pet insurance (up to \$1,050/month employer-paid premiums)
- 21 PTO days, 5 health/wellness days and generous holidays each year
- 401(k) matching

- Life insurance
- Disability and paid family leave insurance
- Transit/commuter benefits
- Staff-selected, employer-paid professional development opportunities

Supervisor: Finance Director

Additional Notes: Email a detailed cover letter explaining why this job would be a great fit for you, a résumé/CV and three (3) references to jobs@carecenny.org with “Director of Operations Position” in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

CARECEN is an equal opportunity employer and embraces diversity. Immigrants, women, persons of color, LGBTQ and persons from traditionally marginalized groups are encouraged to apply.