

Operations and Grants Manager



About the Organization:

HOSC mobilizes people to lend their time, talents, and voices to increase the capacity of nonprofits and schools and drive change in 44 suburban communities. HOSC refers volunteers to 100+ community partners and harnesses the power of volunteerism to benefit at-risk students, enable vulnerable populations to age in their homes, and improve communities by providing critical resources to high-needs populations. HOSC partners with nonprofits, schools, and government bodies, providing services to underserved populations, including victims of violence, the disabled, veterans, seniors, youth, and those needing food, shelter, mental health services, and other vital assistance.

Environment and Culture:

At HOSC, we foster a collaborative and inclusive culture. We value teamwork and individual contributions, all aimed at supporting the needs of our diverse communities.

Our work environment includes:

- Work-from-home days and flexible working hours.
- Growth opportunities
- Relaxed atmosphere
- On-the-job training
- Casual to business casual work attire

Position Summary:

The Operations and Grants Manager (OGM) is responsible for HOSC's financial management and budgeting, contributing to developing the organization's strategic goals, and managing office operations. The OGM manages and administers organization grants, ensuring compliance, timely submission, and reporting.

Operation Responsibilities:

- Prepares bank deposits.
 - Perform budget and expense analysis for program grants monthly and make accounting entries accordingly.
 - Assist Finance Contractor in month-end closing process.
 - Reviews and analyzes the bi-weekly payroll and performs related accounting tasks, works with payroll specialist to prepare vouchers based on payroll figures.
 - Advises CEO on financial balance, trends, etc.
 - Assists in providing information for external auditors.
 - Maintains current and accurate accounting records.
 - Perform day-to-day accounting functions to properly allocate revenues and expenditures in accordance with funding guidelines and best practices.
 - Ensure all data is collected and analyzed and reports are provided and managed in HOSC's database.
 - Utilize constituent relationship management system to document interactions and contact information and assign appropriate communications.
 - Collaborate with all team members to ensure program, financial, and data integrity and reporting.
 - Assist with employee and volunteer onboarding and support, including background checks, tracking mandatory training, workstations, days off, etc.
 - Act as liaison with contractors, including Porte Brown (finance), STC (VoIP), and Outsource Solutions (IT), etc.
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- Manages, trains, and develops administrative and operations support staff for the office.
- Exercise discretion and independent judgment regarding matters of significance.
- Duties as assigned.

Grant Management Responsibilities:

- Manages grants, ensuring compliance and reporting, including analysis of grant allowable expenses, budget monitoring, grant billing, documentation, compliance, and reconciling.
- Ensures that the organization's cost allocation plan is incorporated into the monitoring of grants and contracts.
- Assist in the writing of grant requests.
- Works with the Development and Program team to prepare all materials for new and renewed contracts.
- Collaborates with the program team to discuss implications of programmatic activity on existing governmental and other restricted funding.
- Prepares reporting documents to government and all funders, ensuring the timely submission of all grants and related compliance reports.
- Monitor grant expenditures with the assistance of program teams.
- Lead the development of agency grant budgets and the production of monthly financial reports.
- Support monitoring/audit requests by governmental funding agencies.
- Prepares grant budgets and submits electronic payment requests.
- Coordinate with program and development staff in the quarterly review of the programs' operating results and incorporate their involvement in the periodic preparation of necessary budget modifications.
- Implement grant performance measures and the organization's strategic goals and objectives.
- Perform financial analysis.

Knowledge, Skills, and Abilities:

The Operations and Grants Manager has at least 6 years of experience managing nonprofits or programs, with a business or finance degree. They bring a comprehensive understanding of nonprofits, including experience managing budgets and financial and federal grant reports.

Specific requirements include:

- A minimum of a bachelor's degree preferred.
- Minimum 4 years of progressive experience in a nonprofit financial role, ideally in management.
- Minimum of 4 years' experience managing grants, ensuring compliance and reporting, budgeting, etc.
- Experience as an employee or board member of a nonprofit organization; must be familiar with nonprofit finance and accounting regulations.
- Demonstrated results in managing complex systems and proven experience negotiating win-win agreements.
- Self-reliant, good problem solver, and results oriented.
- Energetic, flexible, and proactive; a team leader who can positively and productively impact strategic and tactical finance and administration initiatives.
- Exceptional written, oral, interpersonal, and presentation skills and the ability to effectively interface with HOSC leadership, team, volunteers, and Board of Directors.
- Ability to operate as an effective tactical and strategic thinker and to position communications discussions at both the strategic and tactical levels.

- Collaborative style: experience creating and implementing budgets, policies, procedures, best practices, inclusive culture, and growth strategies.
- Proficiency in Microsoft Excel, Word, PowerPoint, Teams, corresponding Google products, Adobe Acrobat, Salesforce, QuickBooks, CRM systems, and Asana for project management.
- Illinois driver's license and access to reliable and insured transportation are required.

Schedule: Full-time/ Monday-Friday

Physical Factors: Ability to travel to site and to work on a computer for multiple hours.

Working conditions: Collaborative, hybrid work environment. The position may require early mornings, evenings, and weekends.

Compensation:

- \$44,000 - \$50,000
- Benefits: Health and dental insurance, and time off (vacation, sick, personal time, and holidays).
- Flexible work schedule and hybrid work environment.

Main Office Location: HandsOn Suburban Chicago, 2121 S. Goebbert Road, Arlington Heights, IL

To Apply, please send a cover letter including why you are interested in the position, relevant skills, and related experience and a résumé to humanresources@handsonsuburbanchicago.org. In the subject line, please include **Operations and Grants Manager**.