

## **Northwest Area Foundation**

Are you interested in making a difference? Join the Northwest Area Foundation (NWAf) where our mission is to support efforts by the people, organizations and communities of our eight-state region to reduce poverty.

### **Grants & Contracts Manager**

NWAf is seeking an experienced professional to fill the role of Grants & Contracts Manager.

The Grants & Contracts Manager responsibilities will include:

1. Discuss proposal details with program staff providing Grants & Contracts perspective and resulting in clear and compliant grantee agreements.
2. Responsible for providing grant and contract oversight and ensuring compliance with internal standards and IRS guidelines.
3. Process payments according to the grant and contract requirements.
4. Continuous review of grantee reports ensuring compliance from Grants & Contract perspective, resulting in authorization for continued payment.
5. Provide due diligence materials and reviews completed documents for compliance with NWAf policies.
6. Prepare reports for payments, projections, or as requested by staff.
7. Support the annual audit – prepares required grant reports and provides requested grant files for review by the auditors

Candidates must possess a BA/BS degree and a minimum of 7 years of professional experience in grants or contracts administration. Other requirements include: excellent problem-solving skills and ability to negotiate solutions considering the needs of all participants, an understanding of basic legal requirements as it relates to grant and contract management, and ability to act as subject matter expert. Experience with MicroEdge Gifts preferred.

Send cover letter and resume to:

### **Northwest Area Foundation**

Attn: HR, Suite 400  
60 Plato Blvd. East  
St. Paul, MN 55107  
Email: [HR@NWAf.org](mailto:HR@NWAf.org)

Please no phone calls.

*NWAf is an equal opportunity employer.*