



# The Kitchen, Inc.

<b>Job Title:</b> Grants and Compliance Coordinator	<b>Department:</b> Programs	<b>Supervisor:</b> Director of Programs
<b>Supervisory Responsibility:</b> No	<b>FLSA Status:</b> Full-time, Non-exempt, Hourly	

## Our Mission:

We bring stability and purpose to people who are homeless using our Values of Respect, Dignity, Quality, Service, and Compassion.

## Major Areas of Responsibility:

- Identify, procure, and administer the various grants for the operations of the services and programs of The Kitchen, Inc., ensuring compliance of programs with related regulations and restrictions.
- Administer government grants through an internal monitoring process to ensure compliance with grant application, NOFA, signed contract(s), internal/accreditation standards, and government regulations.
- Oversee a system to track spending and progress on restricted funds after award, with the Grants Committee.
- Increase and maintain available funding through the securement of grants and monies from foundations, government agencies, and corporate giving programs.
- Strategically align grant opportunities with program needs through the process of developing and maintaining a grant strategy with input from the Grants Committee.
- Represent The Kitchen, Inc. and our mission in a professional manner while interacting with all team members including: TKI employees, participants, volunteers, partner agencies, and the community as a whole.

## Primary Responsibilities:

### Grant Writing Duties

- Prepare, submit and manage grant applications to foundations, corporations, and government agencies to meet all application deadlines.
- Identify and research grant opportunities that align with program needs including potential future needs.
- Collaborate with program coordinators, the Director of Programs, and other TKI staff in preparation of grant applications.

### Compliance Duties

- Conduct regular internal monitoring (spending analysis, file audit, data quality review, financial analysis, regulatory compliance review, program data, and physical inspections) to ensure all government and major grants are within contractual and regulatory guidelines.
- Assist Director of Programs in the development of policies and procedures to conform to grant and regulatory guidelines.
- Participate in preparation for external grant monitorings conducted by funders.
- Comply with all grant reporting as required by funders.
- Analyze Notices of Funding Availability (NOFA) and Requests for Funding Proposals (RFP) to determine if the funding is applicable to current programs of The Kitchen, Inc. or would require adding a new program or changing a current program.
- Assist with quality assurance tasks as needed.
- Assist with accreditation as needed.
- Collect, analyze, and distribute data on grants and programs to ensure programs are meeting outcomes and to improve program operation.
- Collaborate with program coordinators and directors regularly to help ensure team members understand grant requirements and remain quality focused.



# The Kitchen, Inc.

## Overall Duties

- Follow guidelines established in the Grant Administrative Procedure Policy.
- Conduct regular grants meetings to approve new grant applications and oversee funded grants.
- Work with the Director of Accounting to gather information necessary to report to funders and complete grant applications.
- Serve as a liaison to granting agencies and grant partners on behalf of The Kitchen, Inc. including the COC.
- All other duties as assigned.

## **Job Requirements:**

### Education and Experience

- Bachelor's degree from four-year college or university
- Minimum of one to two years of successful grant writing experience

### Essential Skills

- Research and analytical skills with the ability to collect and research data; synthesize complex and diverse information; use intuition and experience to complement data; and design work flows and procedures
- Self-starter with ability to hold self and others accountable; use resources wisely; work with minimal supervision.
- Time management skills to prioritize, plan, and direct work activities while maintaining flexibility in a fast-paced dynamic environment.
- Excellent communication skills with capability to write clearly, concisely, and persuasively for small local grants and large federal grants, reports, business correspondence, and policy/procedure manuals; as well as to present information and respond to questions from individuals and groups (managers, co-workers, participants, visitors, partners, and the general public)
- Working knowledge of database software, spreadsheet software and word processing software
- Change management skills with ability to develop workable implementation plans; communicate changes effectively; build commitment and overcome resistance; prepare and support those affected by change; monitor transition and evaluate results
- Ethical – treating people with respect; keeping commitments; inspiring trust of others; working with integrity and principles; upholding organizational values
- Business acumen to understand business implications of decisions; demonstrate knowledge of market and competition; and align work with strategic goals
- Strategic thinker who can develop strategies to achieve organizational goals; understand organization's strengths and weaknesses; analyze market and competition; identify external threats and opportunities; and adapt strategy to changing conditions

### Core Values

- Respect – Show humility, value diversity, while demonstrating high regard for each other's differences.
- Dignity – Promote self-respect, pride and self-worth while inspiring the trust of others.
- Quality - Demonstrates accuracy, thoroughness, and competence while looking for ways to improve and promote excellence.
- Service – Taking action to create value for colleagues and participants by committing to their well-being, anticipating their needs, and working collaboratively to overcome obstacles and solve problems.
- Compassion – Appreciate others' perspectives and be genuinely concerned for people who are at-risk or experiencing homelessness. Treat people with courtesy, politeness, and kindness.



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## Other

- Valid Missouri Driver's license and be approved as a driver by The Kitchen, Inc.'s insurance carrier
- Must pass background check and pre-employment drug screen
- Section 3 applicants encouraged to apply

## **Physical Demands:**

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. While performing the duties of this job the employee is:

- Regularly required to speak and hear via the phone or in person.
- Regularly required to sit for long periods and use hands to finger, handle, or feel.
- Frequently required to stand; walk; reach with hands and arms.
- Occasionally climb or balance and stoop, kneel, crouch, or crawl.
- Frequently required to lift lighter items under 25 pounds.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities include close vision, and regular use of computer monitor.

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Signature

Print Name

Date