



**JOB POSTING**  
**Grants Manager**  
**(New York, New York)**

**January 2018**

**ABOUT BHC:** Founded in 1983, Broadway Housing Communities (BHC) is committed to addressing the challenges of poverty and homelessness for adults, children, families and communities in Upper Manhattan. BHC has developed six buildings that provide housing and other services for adults, children and families living in deep poverty; operates an award-winning early childhood center; and provides opportunities for tenants and the wider community to engage with the cultural arts. A seventh project was recently completed in the National Historic District of Sugar Hill and includes 124 units of permanent, affordable housing; an early childhood center; and a children's museum of art and storytelling along with other community facilities.

Open since October 2015, the Sugar Hill Children's Museum of Art & Storytelling (SHCMAS) is the cultural capstone of BHC's Sugar Hill development at the inter-section of the African-American community of Harlem and the Latino community of Washington Heights. SHCMAS provides children with opportunities to discover, engage with and appreciate important works of art as they strengthen their own cognitive and creative development. Museum programs developed for three- to eight-year-olds and their families feature exhibitions ranging from single-artist presentations to thematic surveys and commissioned artist projects; intensive hands-on art education programs; storytelling series; and other family programs.

**Job Description:**

*Grant and Contract Administration:* The Grants Manager will have primary responsibility for all budgets and contracts across diverse areas with private and institutional funders, and government agencies. These responsibilities include preparing budgets and contracts, preparing and submitting reports, maintaining up-to-date knowledge of contract requirements and ensuring compliance with them. The Grants Manager will also help prepare for grant-specific and program-wide audits.

*Tracking performance:* The Grants Manager will work closely with Development and Program staff to develop systems to track contract goals and requirements. The Grants Manager will collaborate with Development and Program staff to identify problems and propose solutions to ensure contract goals and organizational needs are met.

*Budget and Operational Support:* The Grants Manager will assist the Chief Financial Officer on all budget and contract issues, including preparing budgets, reviewing and approving expenditures, and supporting the general operations of the office.

**Grants Administration Duties:**

- Serve as the administrative point of contact regarding existing and prospective grant budgets, payment schedules, and financial reports.
- Coordinate with relevant Development and Program staff to draft all budgets for grant proposals and manage all funded grant budgets. Track spending under all restricted grants and identify grants that are at risk of non-compliance to make timely recommendations.
- Monitor grant financial reporting schedules and prepare the requisite financial progress reports on a timely basis.

**Skills and Experience**

- At least 7 years' experience in nonprofit financial management and budget development/ monitoring/ reporting
- Bachelor's Degree required in accounting or finance or other relevant degree
- Intermediate knowledge of Excel and MS Word
- Knowledge of FUNDEZ
- Strong analytical skills
- Ability to work independently as well as with teams
- Ability to work within strict timelines and handle multiple tasks
- Experience obtaining and managing city, state, and federal funding
- Excellent written and oral communication skills
- Excellent interpersonal communication skills
- Strong attention to detail
- Familiarity with:
  - Head Start,
  - Department of Education,
  - Department of Homeless Services and other state and New York City government agencies is a plus.

**APPLICATION:**

To apply for this position, please email your resume and cover letter with salary requirements to [resumes@bhc.org](mailto:resumes@bhc.org). Applicant review will continue until the position is filled. Please indicate your last name and "**Grants Manager**" in the subject line. **No phone calls, please** -- we will respond to those candidates whose qualifications are best aligned with the components of this job description.

Salary commensurate with experience. We offer a comprehensive benefits package, including health, dental, 403(b) retirement plan, group life insurance, disability coverage and paid time off.

BHC and the Sugar Hill Children's Museum of Art & Storytelling are Equal Opportunity Employers.