

Position Available

The Food Research & Action Center (FRAC) is seeking a **Grants Administrator**. The person in this position will have the ability to contribute to the diversity of ideas and backgrounds on the FRAC Team. The **Grants Administrator** will provide financial and administrative support throughout the life cycle of a wide variety of internal projects and Externally Funded Programs (EFPs), specifically in the areas of project development and implementation and monitoring. **The Grants Administrator** is also responsible for the preparation of project approval documents, legal documents and for reviewing financial reports and invoices to determine appropriate amounts of payments. In addition, the **Grant Administrator** plays a coordination role for internal projects and EFP travel-related activities. This position reports directly to FRAC's Director of Development. FRAC is located in Washington, DC and operates on a hybrid work schedule. This position will require some in-person meetings and work.

Organizational Background

FRAC works to improve the nutrition, health, and well-being of people struggling against poverty-related hunger in the United States through advocacy, partnerships, and by advancing bold and equitable policy solutions. To attain this mission, FRAC engages in research, policy analysis and advocacy, coalition-building, outreach, technical assistance and training, and an array of communications strategies. In partnership with hundreds of national, state and local nonprofit organizations, public agencies, corporations, schools, and labor organizations, FRAC addresses hunger and food insecurity, and poverty as their root cause.

Key responsibilities include, but are not limited to:

- Conduct fiscal and risk review and budget approval for potential grantees. This process includes but is not limited to the collection of financial documents such as GAAP and Single audits, 990s, Federally Negotiated Indirect Cost Rate Agreements, and pre-analysis of budgets in line with federal grant requirements.
- Generate grant agreements, contracts, and amendments. Reviewing all proposal elements for completeness and accuracy.
- Review and process grantee payment requests, amendment requests, financial reports, and the analysis of expenditure reporting.
- Prepare detailed monthly reports on status of grant portfolio and reports on demand as needed by the project manager and development staff.
- Respond and route inquiries from grant recipients throughout the project lifecycle to proper staff.

- Manage project database records and ensure records are complete before project closure.
- Ensure grant, contract, and research agreements are executed in a timely manner by monitoring statuses and communicating with appropriate internal & external staff.
- Act as a liaison between the Deputy Director, Senior Development Associate, and State Initiatives Development Associate regarding the grant and contract proposals and post award compliance.
- Maintain appropriate working paper and file documentation for all work products.
- Other duties as assigned.

A well-qualified candidate will possess the following:

- Bachelor's Degree preferred w/ experience in Grants management/ submission.
- Experience and or knowledge required of grant and contract management rules and regulations on the federal level.
- Detail-oriented, have strong organizational skills, including the ability to multitask, prioritize, and make decisions.
- Ability to communicate in an accurate and timely manner both written and verbally.
- Strong in-depth knowledge of Salesforce (creation of reports, grants, contracts).
- Experience using Microsoft Office Suites (Word, Excel, PowerPoint, Outlook).
- Proficiency in data management, document preparation, spreadsheet creation, and presentation software.
- Team player with an ability to work collaboratively and independently.
- Good interpersonal skills, including a desire to learn and be creative.
- Commitment to diversity, equity, and inclusion.

Salary/Benefits

The starting salary for this position is \$ 80,000 and is commensurate with experience; excellent health, dental, vision, retirement, and other benefits; generous leave; enthusiastic and supportive staff.

To Apply

Click [here](#) to submit a resume, cover letter

No phone calls, please.

Opening/Closing Dates

The position is available immediately. It will close when filled. However, FRAC seeks to hire a qualified individual as soon as possible.

FRAC is especially interested in candidates with lived expertise with hunger or poverty who can contribute to the diversity of the organization.

FRAC is an equal opportunity, affirmative action employer. FRAC is firmly committed to a policy against discrimination based on age, gender, race, religious creed, sexual orientation, disability, or ethnic or national origin.