



JOB ANNOUNCEMENT

Administration & Grants Manager

Civic Engagement Department

Full-time/Temporary (through September 2020) ♦ Los Angeles, CA

THE ORGANIZATION

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 to promote the full participation of Latinos in the American political process, from citizenship to public service. NALEO Educational Fund achieves its mission through integrated strategies that include increasing the effectiveness of Latino policymakers, mobilizing the Latino community to engage in civic life and promoting policies that advance Latino political engagement.

Founded in 1981 by the late Congressman Edward R. Roybal, NALEO Educational Fund is a 501(c)3 non-profit organization governed by a 15-member Board of Directors and a 35-member Board of Advisors. Headquartered in Los Angeles, the NALEO Educational Fund maintains offices in Houston, New York City, Orlando, Phoenix and Washington D.C. It employs about 58 full-time staff with an annual budget of \$10.5 million, and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, life insurance and retirement coverage.

POSITION SUMMARY

The Administration & Grants Manager will coordinate and execute a wide array of activities central to the programmatic goals of the organization's national civic engagement programs around Citizenship, Voting and the decennial Census. Under the direction and oversight of the National Director of Civic Engagement, this position is responsible for effective planning, management and implementation of civic engagement re-granting projects, related reporting requirements, program administration and operations procedures. The Manager is responsible for the day-to-day administrative, contract management and operational support of ongoing projects, travel requests, "rapid-response" administrative tasks, review and management of Grants and MOU's, and other organizational objectives as needed. The Manager position requires initiative, collaboration, and ability to follow directions and organizational protocols with a passion for non-partisan civic engagement. Reporting to the National Director of Civic Engagement, this is a non-exempt, full-time/temporary position (September 2018 through September 2020), with an annual salary commensurate with experience and qualifications.

ESSENTIAL FUNCTIONS

- Organizes and maintains/manages standards and reporting deadlines for proposals. Reviews, distributes and collects MOU's and Grants for

completeness, and ensures compliance with organizational finance and administrative standards.

- Responds to issues that arise during the grants program and MOU implementation, including modifications, compliance with terms and conditions, and resolution of disputes.
- Keeps colleagues informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities by providing clear and regular guidance and interpretation of the grants agreements, data collection methods and reporting needs.
- Effectively prepares monthly, quarterly, yearly reports; tracks and monitors invoices, grant budgets and reconciliations for all current and incoming grants and re-grants
- Prepares analysis of program data requirements and budget projections and recommends course of action for consideration by National Director of Civic Engagement.
- Maintains departmental reporting and assist with program data collection while handling multiple tasks and prioritizing workload to meet deadlines.
- Manage and prepare financial or budget plans and allocation along with the finance department in accordance with grant budgets, allocations, and requirements.
- Analyzes the budget and spending trends to make recommendations for cost control and reduction for grants control.
- Provides detailed reports, including maintaining records of all payments and receivables, to National Director of Civic Engagement with respect to the department's progress on goals while monitoring paperwork and other related documents connected with grant-funded programs.
- Provides administrative and office support as needed, including travel arrangements, logistics and event planning and assorted administrative tasks.
- Provides overall support of the entire department's portfolio, specifically through administrative duties and financial reporting.
- Adheres to attendance and punctuality standards of the organization;
- Provides support for other duties that may be assigned as needed.

QUALIFICATIONS - KNOWLEDGE, SKILLS AND ABILITIES

- Associates degree required. Bachelor's degree preferred in accounting, business management, finance or a related field. Three years of professional business or financial management experience in a non-profit office setting.
- Must be technologically proficient in internet research while using Microsoft Office 365, Outlook, MSWord, Excel, PowerPoint, and other office software.
- Excellent interpersonal skills, including the ability to interact effectively with colleagues and leadership, elected officials, corporate and business representatives, community members, and the public.
- Proficiency in spoken Spanish required, written desired.
- Excellent writing and editing skills with the ability to prepare a wide array of written and financial materials as needed.
- Experience in political campaigns, immigration service provision, civic engagement, and/or advocacy preferred but not required.
- Ability to work in a fast-paced work environment involving flexible hours, including evenings and weekends as needed.

- Ability to work both independently and collaboratively, with sound decision-making and willingness to take direction.
- Must be willing to travel nationally and across the region as needed, including overnight stays and air-travel.
- If a driver, must have a valid California driver's license with proof of automobile insurance coverage.
- Ability to work respectfully with people from all cultural and socioeconomic backgrounds.
- Supportive of the mission and philosophy of the NALEO Educational Fund.

PHYSICAL AND MENTAL ASPECTS OF THE POSITON

Certain physical and mental aspects of performing the essential functions of the position include the following:

- Ability to detect, discern, recognize, and perceive auditory and visual information within normal ranges;
- Dexterity to read, write, type, operate office equipment such as a computer, printer, telephone, calculator, copier, fax machine, pencils, pens, and stapler;
- Ability to remain in a stationary position 50% of the time.
- Ability to lift and carry up to 25 pounds.

Once hired, employees requiring reasonable accommodations to perform the essential functions of the position should contact Human Resources to engage in the interactive process to determine reasonable accommodations, if any.

DISCLAIMER

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

PLEASE SEND COVER LETTER AND RÉSUMÉ TO:

Angela Weimer
National Director of Human Resources and Administration
NALEO Educational Fund
1122 W. Washington Blvd., 3rd Floor
Los Angeles, CA 90015

Tel: (213) 747-7606 ext. 4413 | **Fax:** (213) 747-7664 | **E-Mail:** aweimer@naleo.org

NALEO Educational Fund is an equal opportunity employer. Applications are evaluated on the basis of job qualifications and not race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, gender expression, gender identity, citizenship or authorized alien status, or veteran status, or any other basis protected by law.