



Grant Analyst

At-will, Full-Time Position

Salary: \$90,000 and up, annually

This position is primarily based in Watsonville but some time in Santa Cruz may be required as needed.

WHY JOIN US

We are activists, advocates, feminists, leaders, empower-ers striving to create a world free from violence and abuse.

We are committed to serving as leaders for social change for the benefit of the community through advocacy, shaping policy and collaborating with community partners.

Our workplace is dynamic, filled with daily adventures we continually self-exam our work, and who we are from a programmatic, gender, and equity lens.

Now, imagine yourself working for a social justice organization that helps transform lives and communities...

THE OPPORTUNITY

Under the supervision of the COO and within the scope of the agency's mission. This position requires a strong command of managing programs and staff, grant experience, excellent leadership skills, experience evaluating programs, and extensive experience collaborating with other social and human service agencies. The Grant Analyst reports directly to the COO and is part of the leadership team. Some evening and weekend work is required. The position is primarily based in the Watsonville office with some office hours in the Santa Cruz office.

WHO YOU ARE

- You have a bachelor's degree in public administration or equivalent work experience and two years housing management or grant oversight experience.
- You have concentrated record keeping, budgeting, and mathematical skills; ability to produce required reports to federal, state, and local government agencies and funding sources.
- You have knowledge of community resources, social service agencies, and landlord
- You have a valid California driver's license and use of an insured vehicle.

YOUR SKILLS and ABILITIES

- Fluency in English and Spanish is required.
- Excellent communication skills, particularly listening, mediation, and writing skills.
- Possess strong organizational skills with ability to meet deadlines.
- Detail oriented to complete requirements of files and contract compliance.
- Creative thinker/adaptive personality.
- Sensitivity to cultural and socioeconomic characteristics of population served.
- A commitment to empowering others to solve their own problems
- The ability to establish and set appropriate limits with persons served to help them gain skills and confidence.
- The ability to work collaboratively with other personnel and/or service providers or professionals.

- The capacity to maintain a role to empower clients and to intervene appropriately to meet service goals.

WHAT YOU'LL DO

Billing and Reimbursement Management

- You will prepare and submit monthly reimbursement requests for grants and other government-funded programs.
- You will review expenditures to ensure compliance with regulations and grant conditions.
- You will maintain detailed records supporting reimbursement claims, including payroll allocations, invoices, contracts, and supporting documentation.
- You will track reimbursement submissions and payments to ensure timely collection of grant revenue.
- You will coordinate with program and finance to resolve billing discrepancies and ensure accurate reporting.
- You will monitor grant match requirements and maintain supporting documentation for match contributions when applicable.

Grant Compliance and Reporting

- You will ensure compliance with federal, state, local, and private funder requirements. Prepare and submit all required financial and programmatic reports for grant-funded programs.
- You will complete and submit monthly, quarterly, semi-annual, and annual reports for California Governor's Office of Emergency Services (Cal OES) grants in accordance with grant requirements and deadlines.
- You will complete and submit all Office on Violence Against Women (OVW) financial, performance, and progress reports, ensuring accuracy, completeness, and timely submission.
- You will coordinate with program staff to collect, review, and validate data required for grant reporting.
- You will monitor grant deadlines and reporting schedules to ensure compliance with all funder requirements.
- You will maintain documentation supporting outcomes, expenditures, match contributions, and performance measures.
- You will assist with grant audits, Single Audits, annual audit, monitoring visits, site reviews, and financial reviews.
- You will maintain compliance documentation and records retention in accordance with federal and state regulations.
- You will work collaboratively with program leadership to address reporting findings, corrective actions, and grant modifications as needed.
- You will analyze grant expenditures and identify budget variances.
- You will provide recommendations regarding budget modifications and spending projections.

Cross-Department Collaboration

- You will provide technical assistance to staff regarding grant compliance requirements.
- You will participate in grant kick-off meetings and ongoing grant management activities.
- You will support organizational efforts to strengthen grant management systems and internal controls.
- You will perform confidential client/service data entry in a complex database system.
- You will maintain data entry log.
- You will answer main phone line and front door; direct callers as necessary.
- You will provide support to crisis line and other crisis intervention services, when needed.

- You will complete a State-Certified Domestic Violence/Sexual Assault Peer Counselor Training.
- You will maintain Peer Counselor certification by completing continuing education requirements as required by state grantors.
- You will attend staff meetings, training sessions, supervision and other agency meetings as required.
- You will maintain effective working relationships with other agency staff, volunteers, board of directors, clients, and with representatives of government, and other community organizations.
- Other duties related to the specific classification as assigned.

THE FINE PRINT

While performing the duties of this job, the employee is regularly required to walk; sit; drive; use fingers and hands to handle or feel; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

Maintain physical and mental composure while dealing with emergencies, crisis situations and deadlines. Legally and physically able to drive personal or agency vehicle during and after work hours.

BENEFITS & PERKS

Keeping you healthy

We take a holistic approach to wellness physical, emotional, and financial. Our comprehensive benefits package includes:

- Up to 100% agency paid medical, dental, vision, and life
- 403B retirement benefit with up to 4% employer match
- Flexible Spending Account available

Balancing your Life

Work-life balance is an essential aspect of self-care. That's why we provide generous time off policies for everything life throws your way. Whether it's a new baby, a family, or a nasty cold, even a pandemic, we've got you covered.

- 16 Holidays and Paid Time Off benefits for regular employees.
- Summer office closure and winter office closure.
- Self-care retreats.

How we collaborate

We cultivate comradery between all Monarch staff and programs supported by a range of fun activities that bring us together.

- Agency Engagement Committee

TO APPLY:

Send your cover letter and resume clearly outlining your qualifications in PDF format to careers@monarchsc.org

MONARCH SERVICES IS AN EQUAL OPPORTUNITY EMPLOYER.

WE VALUE AND WELCOME DIVERSITY OF ETHNIC, CULTURAL, RELIGIOUS, SOCIO-ECONOMIC, POLITICAL BACKGROUNDS, SEXUAL ORIENTATION/IDENTIFICATION AND ABILITIES.

We take pride in being a family-friendly and green-certified workplace.