



Organization: Results for America
Role: Manager, Grants and Contracts
Location: Remote/NY

Organization Overview

Results for America (RFA) is the leading, national nonprofit organization helping policymakers at all levels of government harness the power of evidence and data to solve the world's greatest challenges. Our mission is to make investing in what works the "new normal," so that, one day, all government leaders use rigorous evidence and quality data to inform important policy and funding decisions. We believe that data-driven and evidence-based policy decisions could significantly increase the impact of the over \$1 trillion that governments spend annually to advance economic mobility and racial equity.

Founded in 2012, RFA spent its first three years partnering with policy innovators to build the credibility of evidence-based policymaking, securing early and important wins in education, expanding its work to multiple levels of government and driving awareness and demand through carefully orchestrated education and communication campaigns. During its second phase (2015-2018), RFA worked to demonstrate the power of evidence-based policymaking in ways that resonate with an even broader universe of elected officials and policymakers. Now in its third phase of work, RFA intends to demonstrate that governments at all levels can make faster, more lasting progress in accelerating economic mobility for residents when they use evidence and data in decision-making. By creating specific issue-area wins, RFA will further cement support for evidence-based policymaking among all policymakers as the "new normal."

Department Overview

Results for America's Finance Department manages all of the organization's financial resources. This includes but is not limited to developing and monitoring the organization's annual budgets and monthly/quarterly financial reports and tracking and paying all of the organization's contracts, invoices, subgrants and staff reimbursements.

Results for America's Strategic Partnerships manages the organization's ambitious fundraising agenda to support its third phase of work. As RFA looks ahead to 2022 and beyond, the team is in the process of exploring and cultivating multi-million dollar opportunities to work with governments across the country to increase their use of data and evidence to drive decision-making and improve resident outcomes.

Position Overview

The Manager, Grants and Contracts position is a new role being added to the Finance and Strategic Partnerships Departments in response to the recent growth experienced by Results for America. The primary responsibility of this new role is to: (1) develop proposed budgets for RFA fundraising proposals in close coordination with VP of Finance, VP of Strategic Partnerships, and relevant RFA Vice Presidents; (2) develop clear, comprehensive reports for all of the organization's grant agreements in order to ensure that the VP of Finance, VP of Strategic Partnerships, and relevant RFA Vice Presidents have the necessary information to manage the grant funds effectively, efficiently, and according to approved grant budgets; (3) manage the organization's development and tracking of contracts with all independent consultants; (4) help relevant Vice Presidents oversee the development, allocation, and payment of contracts and subawards to the organization's strategic partners; and (5) assist with other finance department functions.

The ideal candidate for this role should have superior organizational skills, great leadership qualities, and exceptional budgeting, monitoring, and reporting skills. The Manager, Grants and Contracts should have experience working within a nonprofit organization, and be familiar with nonprofit accounting principles. They should also have experience managing grants with national philanthropies, creating and managing multi-million dollar grant budgets, ensuring that grant programs operate efficiently, streamlining grant and/or contract administration, and keeping an organization fiscally sound.

Position Reporting Relationship

This position will report directly to the VP of Finance and VP of Strategic Partnerships.

Position Responsibilities

Duties for this position will include, but not be limited to, the following:

Grant Budgeting and Grant Reporting (50%)

- Develop proposed budgets for RFA fundraising proposals in close coordination with VP of Finance, VP of Strategic Partnerships, and relevant RFA Vice Presidents;
- Develop clear, comprehensive reports for all of the organization's grant agreements;
- Discuss reports with the VP of Finance and VP of Strategic Partnerships as part of regular meetings about RFA's spending management and current and future fundraising priorities; and
- Schedule and help prepare for meetings with RFA's Vice Presidents about grant reports to highlight successes and challenges in grant fund spending and coordinate next steps.

Contract Management (35%)

- Manage the development, negotiation, allocation, and tracking of RFA's contracts with all independent consultants;
- Ensure that the Finance team has all contract documentation necessary for record keeping and invoice payment purposes; and
- Develop and manage a calendar of contract start/end dates and partner with RFA Vice Presidents and the RFA Finance team on contract renewals at the appropriate times.

Subawards (10%)

- Oversee the development, payment, allocation, and tracking of subawards to the organization's strategic partners; and
- *Liaise* between subaward recipients and RFA's Vice Presidents and the RFA Finance and Strategic Partnerships team as necessary

Team Support (5%)

- Assist with other finance department functions including but not limited to the following;
 - manage grant databases, including grant tracker and file system
 - support ad hoc requests from the VP of Finance, VP of Strategic Partnerships and/or the Executive Team for information and/or reports; and
 - support the budgeting process, creating templates, 1 pager overviews of grants.

All RFA employees are expected to participate in the organization's diversity, equity, and inclusion (DEI) efforts.

This is a full-time, exempt position.

Qualifications and Skills

- Strong commitment to the Results for America mission and vision;
- Strong commitment to RFA's diversity, equality, and inclusion commitments;
- 6-8 years of relevant work experience required, with a strong preference for experience in support roles for a development function in a nonprofit organization and/or contracts management for a nonprofit organization similar in size to RFA;
- Experience budgeting for and managing 5-8 figure philanthropic grants, including grants spread across multiple departments and cost categories.
- Strong project management and organizational skills including strong capacity to manage and coordinate simultaneous projects and successfully prioritize among multiple tasks;
- Strong skills in internal and external partnership engagement, including excellent interpersonal and written and verbal communications skills;
- Data analysis skills relevant to nonprofit finance and/or development functions a strong plus; and
- Ability to think creatively and incorporate creative insights into product and process design.

Salary and Benefits

At Results for America, all staff members currently receive a compensation package that includes: (1) a salary aligned with RFA's position level and salary bands and against similar nonprofit organizations; and (2) a suite of benefits that includes a choice of medical and/or vision and dental care, paid time off, a 403b retirement plan with employer match, and education and commuter benefits.

How to Apply

To apply for this position, please send your cover letter and resume to recruiting@results4america.org. The subject line of your email should read "YOUR NAME – Manager, Grants and Contracts".

RFA is an equal opportunity employer that values/celebrates diversity and that follows a policy of making all employment decisions and personnel actions without regard to race, color, religion, national origin, sex, age, marital status, partnership status, personal appearance, sexual orientation, gender identity or expression, genetic information, family responsibilities, matriculation, political affiliation, disability, status as a victim of domestic violence, sexual offenses or stalking, military status, veteran status or any other category protected under federal, state or local law.