



Position: Federal Grants Manager
Organization: After School All-Stars
Location: Los Angeles, CA
Status: Full-time, exempt

ORGANIZATION BACKGROUND:

Founded in 1992, [After-School All-Stars](#) is a national non-profit organization which provides free, daily afterschool programs to more than 140,000 children in need at 725 school and community sites in 19 chapters across the U.S. Our goals for our All-Stars are the same we have for our own children: to be healthy and active, to graduate high school and go on to college, to find a job that they love and to give back to their communities. We achieve this by identifying and fueling our students' individual passions, tying their interests to tailored academic support, enrichment and health and fitness programming.

A UNIQUE OPPORTUNITY:

After-School All-Stars (ASAS) is currently seeking a Federal Grants Manager. The ideal candidate will work directly with the Executive Vice President (EVP) of Finance to support new and existing federal grants for the organization.

This position reports to the EVP of Finance. This position will collaborate closely with the national office and different departments across the ASAS network. The ideal candidate will work in person at our LA Headquarters.

SPECIFIC RESPONSIBILITIES:

- Work to thoroughly understand all grant requirements associated with new and continuing OJJDP grant funds and additional grants as assigned.
- Responsible for assembling and submitting all invoices related to assigned grants portfolio.
- Collaborate with Development department to ensure adequate spending of grants and processing of necessary paperwork related to grant requirements.
- Maintaining and building relationships with funders and other strategic partners related to assigned grants.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets—taking responsibility for meeting high standards of effectiveness, timeliness, and completeness, including:
 - Monitoring and maintaining funder reporting schedules and requirements;
 - Reporting on reimbursements and drawdowns as needed.
- Other duties as assigned.

WHO SHOULD APPLY?

The Federal Grants Manager will embody ASAS's core values: entrepreneurial, collaborative, transparent, accountable, and proactive. ASAS is looking for a motivated self-starter, in addition to the following:

- A minimum of 5 years of hands-on financial, accounting, operational, and analysis experience in a medium-large sized non-profit experience a plus.
- Strong, first-hand knowledge of government grant receivables and invoicing.
- CPA and a bachelor's degree in accounting or finance is required.
- Ability to be discreet with sensitive information.
- Strong organizational skills, with excellent attention to detail.
- Excellent oral and written communication. Strong track record of building relationships with other senior managers and department heads.
- Financial Software, including Financial Edge, Raiser's Edge, Blackbaud software affiliate partners, is preferred.
- Knowledge of Microsoft Office required.
- Sit for extended periods of the day.

SALARY AND BENEFITS:



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The pay range for this position is \$85,000-\$100,000 per year and will be determined based on the qualifications and experience of the ideal candidate.

ASAS is an equal opportunity employer and candidates of diverse backgrounds are encouraged to apply.

HOW TO APPLY:

Please submit a **resume and cover letter** in PDF format via e-mail to Mary Sanchez-Alarcon, Director of Human Resources, National at: mary.sanchez@afterschoolallstars.org.

Please indicate "Federal Grants Manager" and your last name in the subject of your email.

LEARN MORE ABOUT AFTER SCHOOL ALL-STARS:

To learn more about ASAS, please visit our website: www.afterschoolallstars.org.