

AWARDS ADMINISTRATOR



CANOPY SOUTH

At Canopy South, we believe that by changing the environment, we can change outcomes for people who live there. We are breaking the intergenerational cycle of poverty with a coordinated and holistic revitalization of the neighborhood. We follow a national model, first pioneered by Purpose Built Communities – our approach is grounded in four fundamental focus areas (1) developing mixed-income housing, (2) establishing a cradle-to-career education pipeline, (3) enhancing community vibrancy, and (4) elevating economic vitality.

Neighborhoods are the unit of change that can have the greatest impact on people's lives. We are collaboratively working to change life trajectories for residents, create greater racial equity, improve health outcomes, and increase upward mobility. Canopy South will help transform the local landscape by leveraging public and private funding into one targeted geographic area with several best in class partners working together towards one common goal – shared prosperity.

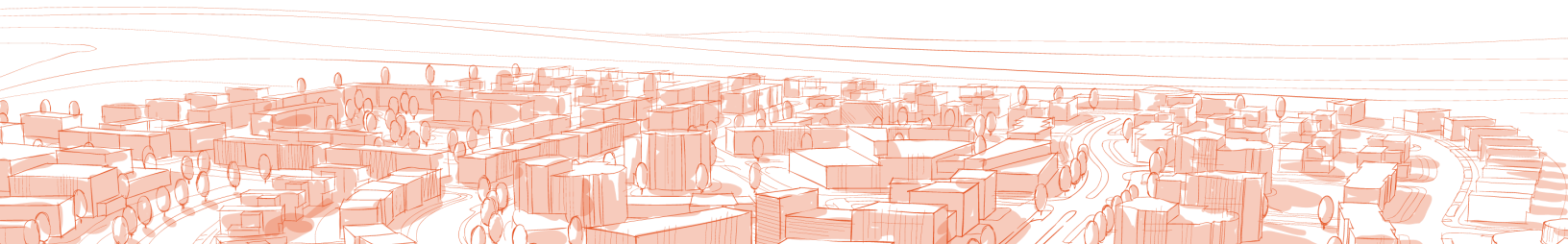
THE ROLE

Canopy South is seeking a skilled, dynamic, detail-oriented Awards Administrator to join our team! The Awards Administrator will play a pivotal role in managing state and federal grants post award, working collaboratively with our team and partners to ensure compliance, streamline processes, and contribute to the success of our mission-driven initiatives. A primary responsibility will be managing the North & South Omaha Recovery Grant (NSORG) program administered by the Nebraska Department of Economic Development.

RESPONSIBILITIES

Reporting to the Director of Operations, the Awards Administrator will:

- Oversee and manage regular grant reporting and compliance for state and federal grants awarded, including:
 - North & South Omaha Recovery Grant (NSORG)
 - Qualified Census Tract Affordable Housing Program (QCT-AHP)
 - Nebraska Affordable Housing Trust Fund (NAHTF)
 - Choice Neighborhoods Implementation Grant (CNI).
- With the support of our team and legal counsel, conduct a thorough review of grant agreements and sub-award agreements to ensure compliance with state and federal requirements.



ABOUT THE ROLE

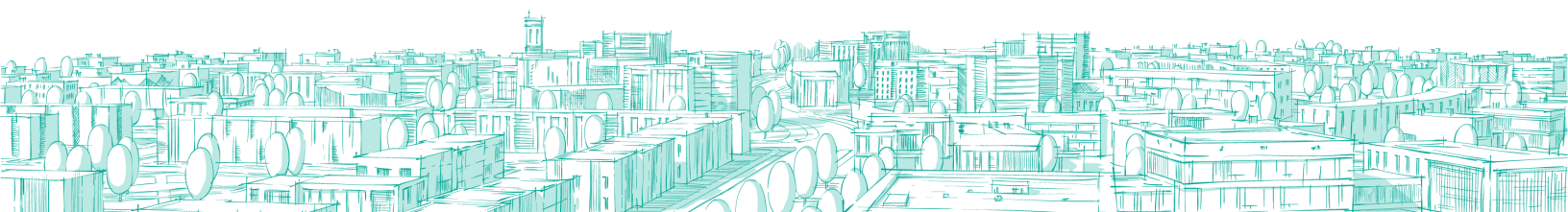


- Establish a structure and system for sub awardees to gather the necessary information for regular reporting, expenses reports, reimbursement requests, and fund disbursement.
- With the support of our IT vendor, create and maintain a robust yet intuitive system for tracking compliance deadlines and reporting obligations.
- Collaborate with program partners and our finance teams to address any compliance issues promptly and effectively.
- Prepare detailed and compelling grant reports for submission to funding agencies.
- Work closely with our finance teams to reconcile financial information and ensure accurate reporting.
- Develop and maintain a centralized database of grant-related documents and reports.
- Monitor the progress of funded projects, identify potential issues, and implement creative solutions.
- Maintain and update organizational records for each grant awarded .
- Serve as the primary point of contact for communication with NSORG sub awardees.
- Facilitate regular meetings with NSORG sub awardees to provide updates on grant activities.
- Collaborate with the communications team to highlight grant achievements and impact.
- Continuously assess and enhance grant management processes to improve efficiency.
- Stay informed about changes in grant regulations and implement necessary adjustments.
- Provide training to NSORG awardees as needed to ensure a clear understanding of compliance requirements.

Given the nature of our organization, there will be other duties that are not listed above. The ideal candidate will enjoy a range of responsibilities and embrace unanticipated challenges as they emerge.

KEY QUALIFICATIONS

- Commitment to meaningful collaboration with various stakeholders and partners.
- Bachelor's degree in a relevant field such as Business Administration, Public Administration, Finance, or a related field.
- 3-5 years of financial management experience is preferred.
- Proven track record with managing state and federal grant compliance.
- Familiarity with the specific grants mentioned in the job description.
- Confidence to take initiative and responsibility to deliver expected outcomes.
- Strong organizational and project management skills to effectively manage multiple projects simultaneously.



QUALIFICATIONS



- Superior attention to detail to ensure efficiency and accuracy.
- Advanced proficiency in Microsoft products, QuickBooks Online, Google products, and other relevant software.
- Strong analytical skills.
- Excellent written and verbal communication skills for preparing detailed and compelling grant reports and facilitating meetings with sub awardees.
- Skills in various products and platforms including Adobe Suite, Microsoft and Google products, WordPress, Canva, and experience working with AmpliFund and other grant management software.
- Willingness to embrace unanticipated challenges and adapt to evolving responsibilities.
- Commitment to continuously assess and enhance grant management processes to improve efficiency.
- Ability to work on tight deadlines and anticipate future needs of the organization.

COMPENSATION + BENEFITS

This is an outstanding opportunity for a highly motivated professional to assume a pivotal role in the evolution of a fast-growing, highly respected organization. We are seeking an individual of outstanding quality with a respected track record. Canopy South is prepared to offer an attractive compensation package, including:

- Competitive base salary, commensurate with experience
- 401K, employer contributes 3%
- Health, dental, and vision insurance
- 10 paid holidays & Christmas Eve
- One personal day
- Holiday break from December 26th – December 31st
- Paid time off – accrual is equivalent to 12 days on an annual basis, with an increase based on tenure at the organization
- Paid professional development

LOCATION

This is an in-person position, as our work is deeply rooted in community engagement and building connections. Our office is located at 2411 O Street, Suite 1, Omaha, NE, 68107.

HOW TO APPLY

Send your cover letter, resume, and references (compiled into a single PDF) to info@canopysouth.org by 5 PM CST on May 1st, 2024.

