

Grants Manager

Vermont Center for Crime Victim Services

Waterbury, VT 05676•Hybrid work

\$29.87 - \$31.30 an hour - Full-time

Location

Waterbury, VT 05676

Benefits

- Dental insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance

Full job description

Overview

The Center for Crime Victim Services is seeking a Grants Manager for a full-time position in Waterbury, Vermont. The Center for Crime Victim Services provides leadership to ensure that justice is delivered to all victims and survivors of crime through the recognition of harm done and advocacy for their rights. This role manages approximately \$10M in grants for the Department of Justice, the Federal Agency of Health and Human Services and the State of Vermont and grants to approximately 60 different victim service organizations in the state. This is an opportunity for a mission driven individual, who can build upon established relationships, from the front-line victim services providers in Vermont, to the federal agencies that oversee the regulations and provide the funding and training on best practices for assisting individuals whose lives have been impacted by crime. If you seek an inspiring career that enables you to truly make a difference in the world, this may be the job for you.

Examples of Work

- Submission of complex federal formula grant applications through federal grant platforms.
- Reading, comprehending and abiding by lengthy federal rules and regulations pertaining to the Violence Against Women Act; the Victims of Crime Act; the Family Violence Prevention Services Act; OMB Uniform Guidance and State of Vermont Guidance for Grants and Contracts.
- Ensuring the accurate generation of subgrant award documents to convey federal special conditions, and the formatting requirements described in the State of Vermont's Bulletin 5 and Bulletin 3.5.
- Creation of competitive subgrant Request for Proposals (RFPS) for Subgrantees.
- Reviewing and approving subgrant applications.
- Convening focus groups, and state planning teams, creating surveys, and conducting literature review to inform strategic planning for funding.
- Work with the Center's Training Director to plan training opportunities for enhancing best practices for victim services for subgrantees.
- Closely work with the Center's Finance Director to determine subgrant amounts and advise on allowable costs.
- Out of state travel is required to attend national training conferences as required by federal funders; to stay updated on evolving practices and regulations and meet with other state administrators and federal program managers. In state travel is also required to conduct site visits to subgrantee programs.

Who May Apply

Minimum Qualifications: Bachelor's degree, ideally with courses in criminal justice, social work, accounting and business management. Experience writing and receiving grants. A deep understanding of trauma informed services for crime victims. We are seeking an individual who is a team player, can multi-task, can handle deadlines, and is detail oriented. This is not a State of Vermont position. **Please include a cover letter with your resume.**

Job Type: Full-time

Pay: \$29.87 - \$31.30 per hour

Benefits:

- Dental insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Parental leave
- Retirement plan
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Application Question(s):

- Can you include a cover letter with your resume?

Experience:

- Grant writing: 3 years (Required)

Ability to Commute:

- Waterbury, VT 05676 (Required)

Ability to Relocate:

- Waterbury, VT 05676: Relocate before starting work (Required)

Work Location: Hybrid remote in Waterbury, VT 05676