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# Example of Grant Manager Job Description

Our company is looking for a grant manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for grant manager

* Responsible for calculating, submitting and tracking cost share for all federal awards
* Answer general program questions received by phone/email
* Ensure that all Foundation websites are well maintained and up to date
* Coordinate mid-point and final assessments/reports, review meeting materials such as progress and expense reports and assemble and distribute meeting documents
* Support Program Officers in prepping board meeting materials
* Participate in audits conducted by external auditors, government agencies and prepare necessary corrective action plans, as required
* Assist the Grant Writer in the preparation and submission of grant budgets and contract proposals to ensure budgets are completed in a timely manner according to project deadlines
* Serve as the point person on grant and contract issues questions related to contract compliance
* Design and implement process improvements to identify and manage compliance risk
* Participate in monthly finance meetings to review fiscal and contract performance and provide information to program managers to adjust spending This includes budget to actual variance analysis

## Qualifications for grant manager

* Ability to manage multiple complex tasks and maintain composure
* Ability to prioritize work at hand
* Proactive and action-oriented personality
* Strong sense of pace and urgency
* Develop and recommend appropriate allocation methodologies which include assessing and presenting the underlying rationale for senior management approval
* Maintain up-to-date knowledge on agency's funding sources, grants and contracts to ensure implementation of best practices