



**NEW ORLEANS FAMILY JUSTICE CENTER**  
*Grant Administration and Data Management*  
**Job Description**

The New Orleans Family Justice Center is a nationally recognized, dynamic collaborative organization dedicated to providing immediate, effective and comprehensive services to survivors of domestic violence, sexual assault and stalking.

**Job Summary:**

The Grant Administration and Data Manager assists with the quality, timeliness, and consistency of all aspects of grant and data management. The Grant Administration and Data Manager provides administrative support for grant processing, including tracking grants made by The NOFJC and obtaining and maintaining reports required from grantees. The Grant Administration and Data Manager also ensures that all grant-related business processes reflect the needs of grantees and the values of the NOFJC. The Grant Administration and Data Manager reports to the Executive Director and works closely with the programs and finance teams.

**Specific Responsibilities Include:**

- Periodic early morning, evening, and weekend hours will be required, and occasional statewide and regional travel should be expected.
- Support all components of grants processing from proposal submission to grant award disbursement
- Works with all Program Directors to coordinate and maintain grant cycle calendar and site visit schedules; assists with the preparation of grant related materials for Committee and Board Meetings.
- Develop strong proficiency with the Empower/grants management database and provide ongoing support to staff
- Assist in troubleshooting common grants management system issues for applicants, grantees, and staff
- Prioritize accessibility needs of grant applicants
- Help update grantmaking forms, including correspondence, applications, and reporting
- Assist with the development and implementation of quality control procedures to safeguard grant data
- Ensure due diligence processes and documentation following IRS regulations and NOFJC-specific policies and practices
- Communicate with grant applicants on routine inquiries related to the application process and material submissions
- Track and monitor grants, help ensure all pre- and post-grant requirements are met, and create and monitor payment and reporting schedules

- Provide routine system-generated reports as requested by staff
- Maintain record of troubleshooting issues experienced internally and externally, and develop themes over time
- Assist with scheduling internal and external meetings related to grants management
- Assume other responsibilities and explore new opportunities that arise with the evolving needs and aspirations of the NOFJC
- Ability to anticipate challenges and effectively resolve potential issues through creative problem solving.
- Provide training to new staff on the Empower database and serve as a point of contact to create new access for Empower as well as creating/resetting passwords for Empower

**Minimum Requirements:**

- A deep commitment to equity and social justice, and strong alignment with the NOFJC's organizational values
- Demonstrated ability to cultivate relationships and work effectively and respectfully with politically, ideologically, culturally, and geographically diverse people and communities
- Minimum of three years of experience in grants administration or three years of experience in data administration in the nonprofit sector
- Proficiency in grants management or data management systems
- Excitement about data management and a strong customer service orientation
- Experience following grantmaking workflows, policies, and procedures
- Ability to implement alternative grantmaking processes to meet accessibility needs of applicants
- Ability to be self-directed, take ownership, and see projects to completion in a timely manner
- Good verbal, non-verbal, and written communication skills combined with the ability to listen deeply and authentically
- High level of proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint, and SharePoint) and Adobe (Acrobat DC) and ability to adapt to new technologies
- Ability to take part in occasional meetings and events outside of core business hours

**Preferred Qualifications:**

Bachelor's Degree preferred. Work experience with domestic and sexual violence survivors would be a plus. Previous experience with HMIS or Empower Database, or other comparable databases would be helpful. Preferred candidate will be highly organized, efficient, and comfortable working in a fast-paced work environment.

**Salary:**

Salary is commensurate with experience.

TO APPLY Please submit your application, resume and a cover letter expressing your specific interests to [tgrayes@nofjc.org](mailto:tgrayes@nofjc.org).