



Mission Statement: The mission of Casa Familiar is to enhance quality of life for people living in underserved and underrepresented communities.

To reach this mission, Casa provides over 40 services and projects to address this border community's unique and evolving challenges with a multi-dimensional approach.

Casa Familiar Values: Integrity, Respect, Familia, Culture & Community

Who is the Compliance and Grants Specialist for Casa Familiar?

The Compliance and Grants Specialist role is crucial in advancing the organization's mission through effective grants management and support. The Compliance and Grants Specialist collaborates with the Development Officer to maintain post-award grant management and compliance for a diverse portfolio of grants. Their responsibilities include supporting post-award grant management activities such as amendments, renewals, reporting, grant meetings, donor tracking, sub-award management, and compliance with donor requirements. This role will help with the grant proposals, organization of our grant contracts and agreements, and organizational compliance requirements. Given the increasingly complex regulatory landscape surrounding state & federal grants, the Compliance and Grants Specialist must assist with ensuring our compliance with all relevant governmental regulations and policies. The Compliance and Grants Specialist will provide analysis, post-award support to multiple Casa Familiar operations teams, and grant oversight to ensure compliance with Federal and State regulations. They will guide grant-specific requirements and serve as a resource for staff of grant-funded programs for fiscal and programmatic compliance matters. This position will mitigate risks and uphold our commitment to compliant and ethical fundraising practices.

Make a Difference through Action

- Adhere to established organizational processes with grant proposal requests.
- Communicate proactively with stakeholders on all grants in the pipeline.
- Partner with department leaders to identify funding needs.
- Research new grant opportunities that align with Casa Familiar's strategic priorities.
- Assist the Development Officer in writing grants while working collaboratively with organizational stakeholders.
- Lead compliance expectations, ensuring critical items take place promptly.
- Conduct routine compliance reviews of grant programs.
- Prepare and review information and reports for internal and external stakeholders.
- Assist in preparations for external monitoring visits, reviews, and audits.
- Manage files for each grant-funded project for tracking and reporting purposes.

Delivering Results

- Works with leadership across the organization to add insight to the operations and develop and improve programs continuously.
 - Builds, maintains, and develops successful relationships across departments to ensure partnership and ongoing communication occur.
 - Maintain a comprehensive and accurate reporting database and send monthly reminders for reports and grant meetings due the following month.
 - Work closely with department leaders to ensure timely submission of reports to grantors.
 - Review and edit reports as needed and document and store all report submissions.
 - Maintain a broad and deep understanding of donor policies, regulations, and procedures.
 - In support of quality grants management, seek to build a deep personal understanding of client needs and program impacts.
 - Support program leaders with developing and implementing action plans to address compliance-related findings.
 - Support Casa Familiar events by participating in various committees.
 - Other duties as assigned.
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Ideal Candidate Qualifications and Qualities:

- At least three years of grant writing experience is required.
- A bachelor's degree in technical writing, public relations, public policy, journalism, communications, or marketing is required—or 4+ years of progressive responsibility in a university, research, nonprofit organization, or related field.
- Deep passion and commitment to advancing racial, economic, and social justice for underserved and underrepresented communities.
- Working knowledge of nonprofit business operations and federal/state grant and contract funding mechanisms is required.
- Experience with research, data management, and statistical analysis skills are required.



- Demonstrated a track record of planning and achieving organizational fundraising goals.
- A broad base of technical knowledge and skills related to accounting, financial management, and procurement systems is desirable.
- A self-motivated, detail-oriented, and independent worker with excellent verbal, written & interpersonal skills.
- Grounded and flexible with a high degree of integrity and transparency.
- Comfortable working in a fast-paced work environment.
- Other duties as assigned.

Essential Skills and Requirements

- Strong written & verbal communication skills and is detail oriented.
- Strong knowledge of contact management/donor data management systems (experience in Salesforce and Instrumentl are a plus).
- Strong knowledge of Microsoft Office, Outlook, and Teams preferred.
- Bilingual/bicultural/bi-literate Spanish-English preferred.
- A valid California driver's license and proof of auto insurance are required.
- COVID 19 Vaccination required.

Reports to: Development Officer

Position Type: Regular Full time, Exempt

Salary: \$73,203.00 - \$83,203.20 per year, plus benefits including medical, dental, vision, life insurance, paid holidays, six wellness days, sick time, 401K plan

Casa Familiar requires that all employees be fully COVID-19 vaccinated. The successful candidate must be fully COVID-19 vaccinated and provide proof before their start date.