



## JOB ANNOUNCEMENT

## Title: Financial Grants Manager

DCADV is committed to anti-oppression principles and is actively working towards advancing equity and justice. DCADV is an equal opportunity employer and welcomes everyone to our team.

The **Financial Grants Manager** is a key member of the DCADV Administration Team. This part time position will be responsible for several administrative and fiscal functions, including accounting, fiscal reporting, contract management and some HR processes. DCADV uses QuickBooks as our main accounting system and strong knowledge of Quick Books is essential. Primary focus will be initially grant management to ensure effective completion of RPE project initiatives. DCADV has a hybrid work policy after complete orientation and onboarding.

**Reports To:** Director of Finance & Operations    **Status:** Part Time/24 Hours per Week  
**Hourly Wage:** \$25.00

### Job Responsibilities:

- Work collaboratively with Coalition staff and teams on achieving Coalition goals
- Assist the Director of Finance and Operations with accounting responsibilities, QuickBooks data entry, financial reporting, budget allocations, and grant deliverables
- Provide support in managing state and federal grant budgets
- Maintain detailed tracking of the RPE grant deliverables
- Draft related sub-contracts and track sub-contract reporting and invoicing
- Maintain grant management records in QuickBooks
- Participate in DCADV activities and events as part of the staff team.

### Qualifications:

- Bachelor's degree or comparable experience in accounting, finance, business with a minimum of 3 years' experience managing non-profit budgets and contracts;
- Demonstrated experience using QuickBooks or other accounting systems;
- Demonstrated understanding of the mission of the Coalition;
- Willingness to participate in DCADV's efforts to advance racial equity;
- Technology skills, proficiency in Microsoft Office Suite and online communications.

**To apply:** Please send a resume and cover letter via e-mail to: **jobs@dcadv.org**. Interviews will commence as soon as possible. No phone calls, please. **Applications without a cover letter will not be considered.**

*For more information about the position, see DCADV's website at: **www.DCADV.org***

DCADV is a statewide, non-profit, advocacy agency located in Wilmington, DE. We are an Equal Opportunity Employer. We value a diverse workforce and an inclusive culture.