



United Way of  
Northern California

## Program Specialist – Grants Administration

- Full-time, non-exempt (hourly) position
- Reports to the Senior Director, Community Engagement
- Salary \$22-24/hour, commensurate with background and experience
- Position is based in Redding, CA or Chico, CA. Company does not pay relocation costs
- Interested candidates may send a brief cover letter and resume to [employment@norcalunitedway.org](mailto:employment@norcalunitedway.org)

### The Mission and Opportunity

United Way of Northern California (UWNC), based in Redding, is part of the world's largest philanthropic network and the globe's largest non-governmental funder of social services. UWNC fights for the health, education, and financial stability of all residents in its nine-county territory and is there for residents in times of crisis. UWNC aims to expand operations fully throughout the region. Services include but are not limited to, the 211 human services helpline; crisis and disaster relief and recovery; financial stability programs; activities that address homelessness; COVID-19 education, information and mitigation, and more.

### Job Summary

The Program Specialist – Grants Administration will provide vital support to UWNC's incoming and outgoing grants activities. This position will interact with all UWNC departments and programs to manage grants and contracts, including maintaining and improving the grants management database and grant application portal; collaborating with internal stakeholders; monitoring all reporting; and processing documents and payments. The position will also provide high-level administrative and programmatic support to the Senior Director of Community Engagement and Senior Director of Programs. The Specialist will at times be called upon to support other community initiatives, including family financial stability and disaster recovery programs. The ideal candidate will possess and exhibit passion for United Way's mission of service in the areas of health, education, financial stability, crisis response, and social equity and justice.

### Principal Job Responsibilities

- Identify and develop strategies to optimize grant administration
- Assist in the preparation of grant applications
- Assess contract language to ensure compliance with funder expectations
- Track and assist with preparation of reports on the agency's progress in executing grants

- Collaborate with agency leadership and finance department for invoicing, accounting, reporting and other administrative functions to ensure successful execution of the grant process for UWNC and fiscal sponsored organizations
- Track and prepare reports on spending associated with UWNC's grant-funded programs
- Support financial or budget planning connected with administration of grants
- Coordinate administrative communications with agencies that have received grants from UWNC; assist in the preparation, distribution, and monitoring of contracts and memoranda of understanding
- Support Program Officers in grants-related activities as assigned, which may include research related to potential grantees, drafting requests for proposals, grant monitoring and evaluation, preparing reports and presentations, collaborating with strategic communications, and other projects
- Serve as the primary administrative contact for agencies that are fiscally sponsored by UWNC
- Assist in disaster relief and recovery activities as needed. This can include activities related to wildfire relief, COVID and other public emergencies
- Other duties as assigned

### **Preferred Skills and Attributes**

- Strong project management and organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly and respond proactively to changing priorities
- Personable; works well in a team environment
- Ability to collaborate with multiple stakeholders simultaneously to achieve shared goals
- Strong verbal and written communications skills
- Mathematical aptitude with solid understanding of budgeting fundamentals
- Adept at building and maintaining strong collaborative relationships
- Adept at multi-tasking, including handling of multiple projects simultaneously and working well under occasional deadline pressure
- Flexible work style, including ability to work independently as well as in a team environment with a high level of productivity and initiative
- Highly organized work processes with attention to detail and commitment to the quality, accuracy, and presentation of products
- Comfortable and effective interacting with individuals from diverse backgrounds and varying socio-economic circumstances

### **Qualifications**

- Minimum AA degree or equivalent experience; bachelor's degree preferred
- Minimum three years of professional experience in any combination of the following fields: administration; finance; non-profit programs; fundraising; grant-making
- Non-profit experience – volunteer or professional – a plus
- Demonstrated computer abilities. Proficiency in Microsoft Office suite, especially Word, Excel, and PowerPoint. Familiarity with grants management platforms and CRM software a plus
- Bilingual/multilingual a plus
- Must be able to work comfortably on a keyboard through an eight-hour shift

*United Way of Northern California offers medical, dental, and health benefits; paid vacation and sick time; 12 paid holidays per year; company-paid life insurance, 401k Retirement Savings Program, and an Employee Assistance Program.*

*UWNC is an Equal Opportunity Employer.*

*Employment at UWNC is contingent on submission to background checks, including criminal and DMV checks.*

*All employees at UWNC are required to have been vaccinated against COVID-19.*