



## Job Description

<b>Job Title:</b>	<b>Contracts and Grants Manager</b>
<b>Department:</b>	<b>Administration</b>
<b>Reports To:</b>	<b>Controller</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Salary:</b>	<b>\$45,000 - \$55,000</b>
<b>Location:</b>	<b>Orlando</b>

### **BASIC PURPOSE:**

This job is responsible for ensuring that EFI is in compliance with applicable statutes, performance goals and all state contractual agreements with the Department of Economic Opportunity (DEO). The Contracts and Grants Manager will enforce EFI's contracting guidelines, monitor all major contracts with other organizations, collect and report on performance metrics and manage all statutory and contractual reporting obligations.

### **ESSENTIAL ACCOUNTABILITIES or TASKS:**

- Under supervision of the Controller, adhere to statutory and contractual obligations in reporting and invoicing the State of Florida for operating and grant funding.
- Ensure compliance with EFI contract policies and Grant guidelines.
- Serve as point of contact with DEO agreement administrator (queries, documentation etc.), and coordinate the completion of all required reporting throughout the fiscal year.
- Update and monitor progress of the EFI Operations Plan, ensure that the plan is current and coordinated with Human Resources as staff performance measures link to contract deliverables.
- Work with the Senior Vice Presidents of each division of EFI to collect performance data relating to corporate and contractual performance metrics in order to report progress to the board and DEO on a monthly basis.
- Train and monitor contract managers on the contract management policies and procedure to support compliance with contract and grant requirements. Facilitate the acceptance, review, approval, and processing of state and federal grants administered by Enterprise Florida.
- Utilize corporate Customer Relationship Management (CRM) system "Salesforce" to track contracts and grants and produce scheduled and ad hoc reports upon request
- Audit contracts and grants in electronic archive system "OnBase®" for required documentation.
- Ensure completeness of final records, contracts and grant applications and other required reports for archiving using OnBase® protocols.

### **SUPERVISION:**

Not applicable

**ACCOUNTABILITY: Impact and Scope:**

This position impacts timely payment of monies due EFI; grant monies payable from EFI; performance reporting to government, and effective management of grants and pass-through monies for which EFI is accountable. Superior EFI performance metrics are among determinants of year-end incentive compensation.

**MINIMUM QUALIFICATIONS REQUIRED:**

- Associates degree in Business Administration or similar course of study
- Three years' experience relevant to job responsibilities
- Proficient with Microsoft Office software applications

**PREFERRED QUALIFICATIONS:**

- Ability to define and follow orderly processes with attention to detail
- Contract management, record keeping, and auditing experience
- Experience with Salesforce CRM
- Experience with OnBase® archival software
- Experience in economic development
- Experience with state and government agency operations

Send resume with salary history to: [hrdirector@enterpriseflorida.com](mailto:hrdirector@enterpriseflorida.com)

*EFI is subject to the Public Records Law and the Sunshine Law; therefore, submissions to this job announcement could be subject to public disclosure.*