

**AIDS FOUNDATION HOUSTON, INC. JOB DESCRIPTION**  
**JOB TITLE: DIRECTOR OF GRANTS MANAGEMENT**

**Reports To:** Chief Financial Officer  
**Department:** Finance

**Status:** Exempt  
**Date:** July 2025

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**SUMMARY:**

This position is primarily responsible for managing the grants management for Allies in Hope to include but not limited to preparing monthly grant billings, monitoring budgets for each grant, and monitoring and processing billings from partner agencies and vendors by performing the following duties personally or through subordinates.

**Finance Duties:**

1. Prepares/reviews monthly grant billings and budgets, including monitoring contract expenditures and grant financial compliance, reporting any variances to CFO.
2. Reviews invoices and supporting documentation for accuracy, verifying that general ledger expense codes are correct, expenses are in agency budget, expenses are in grant budget if billed to a grant, and appropriate approval signatures have been attained.
3. Maintains payments and billings on contracts with partner agencies and vendors where Allies in Hope serves as grantee and monitors partner agencies and vendors for fiscal compliance.
4. Maintains central files of all government contract activities, as well as privately funded grants, for internal tracking and external audit purposes.
5. Helps to ensure agency compliance with fiscal policies and procedures and government contract requirements as they apply to contracts assigned to the agency.
6. Participates in various external audits, preparing schedules and reports and providing other necessary information as requested to facilitate the audit process.
7. Assists CFO in developing appropriate departmental policies and procedures in accordance with generally accepted accounting principles.
8. Documents all aspects of job responsibilities, participating in cross-training as directed by supervisor to assure back-up staffing is available when needed.
9. Assists CFO in assigned projects which support various aspects of agency budget development, revisions, and analysis.
10. Monitors all Personnel Action Forms.
11. Is responsible for month-end closing monitoring.
12. Reviews A/R billings for appropriate coding and to ensure costs are applicable to the funding source.
13. Reviews and posts all daily cash receipts and investment activity
14. Prepares/reviews documentation for bank deposits
15. Is responsible for monitoring daily bank functions via internet including transmittal of checks and approval of outstanding items through positive pay.

**EDUCATION AND/OR EXPERIENCE:**

Level of Education: Associate or Bachelor degree in Accounting, Business Administration, or related field with a minimum of 5 years progressively responsible experience in finance or accounting departments with a non-profit organization is preferred.

**OTHER QUALIFICATIONS:**

- Ability to supervise volunteers with mature judgment, tact, and diplomacy at all times, ensuring that Allies in Hope policies and procedures are complied with at all times.
- Ability to demonstrate leadership and interpersonal skills, and ability to motivate people from all walks of life.
- Sensitivity to and respect of cultural diversity.
- Ability to anticipate needed changes in programs and to manage the implementation of these changes.
- Ability to support the Advancement Department team and the Allies in Hope organizational team.
- Ability to lead by example and to represent Allies in Hope professionally in the community

- Ability to form professional relationships with client/consumer population members and establish professional relationships with corporations, academic institutions, faith communities, and service organizations.
- Ability to provide current HIV prevention education and related chronic disease trends in epidemiology, treatment and prevention methodologies and information on all Allies in Hope programs for the community.
- Ability to use considerable judgment and initiative in order to establish programmatic policies and procedures.
- Ability to process programmatic reports and evaluations and initiate appropriate changes to ensure achievement of goals and objectives.
- Ability to make decisions in accordance with established policies and procedures.

#### **OTHER SKILLS AND ABILITIES:**

- Ability to work as a highly cooperative member of a team to accomplish agency and program goals
- Strong analytical and organizational skills
- Ability to work cooperatively and constructively with funding sources and their agents in achieving complete financial accountability for program and agency activities
- Ability to satisfactorily utilize computer applications, including spreadsheets (Excel), word processing (MS Word) programs, and MIP Accounting Software in a Windows 7 environment
- Attention to detail in maintaining accurate records and documentation
- Ability to work as a highly cooperative member of a team to accomplish departmental and agency goals

#### **DUTIES AND TASKS**

##### **Planning and Implementation:**

1. Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
2. Utilizes position and knowledge to add to the development of plans.
3. Creates program, department, and agency plan, as appropriate.
4. Implements the agency Strategic, Annual and Departmental plans.
5. Ensures all grant/funder/stakeholder/committee requirements are included in a planning structure.
6. Ensures the appropriate use of resources in planning activities – volunteers, vendors, committees, community partners.
7. Plans to help increase productivity, efficiency, and effectiveness.

##### **Agency Compliance**

1. Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
2. Follow instructions; takes responsibility for own actions; keeps commitments; commits to complete additional work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
3. Read, understand, and follow Allies in Hope Policies and Procedures.
4. Maintain appropriate levels of documents regarding files, reports, correspondence, personnel, and financial paperwork.
5. Understands and adds to the outcomes and progress of departmental goals.
6. Attends department, agency-wide staff meetings and other meetings as scheduled.
7. Communicate proactively and professionally with peers and stakeholders through phone and emails.
8. Follow all regulatory requirements for reporting suspected abuse or neglect.
9. Allies in Hope requires all employees to be vaccinated against COVID-19 within 30 days of beginning service and requires a COVID-19 negative result conducted no more than 72 hours prior to beginning service from an FDA-approved antigen test.

### **Accountability:**

1. Controls costs and quality control
2. Responsible for billing and reporting deadlines
3. Ensure employees' paperwork is completed and timely.

### **Directing/ Supervision:**

1. Hires, supervises and terminates Grant Accountant and/or temporary staff.
2. Provides on-going training and evaluation to Grants Accountant.
3. Provides organization's performance reviews as scheduled

### **COMPETENCIES:**

To perform the job successfully, an individual should demonstrate the following competencies:

#### **Intellectual**

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Project Management - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

#### **Interpersonal**

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

#### **Leadership**

Visionary Leadership - Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

Delegation - Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; makes self-available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services.; continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

### Organization

Business Acumen - Understands business implications of decisions; displays orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals.

Cost Consciousness - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

### Self-management

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Motivation - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

### **ADDITIONAL QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Computer Skills**

To perform this job successfully, an individual should have basic proficiency in database software; Internet software; Spreadsheet software and Word Processing software. Knowledge and experience in database development and/or data management, preferably in a nonprofit setting.

#### **Language Skills**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

#### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### **Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

1. Ability to perform routine bending/stooping while filing and performing office/outreach duties.
2. Ability to perform routine twisting/reaching while working at computer/desk and performing office/outreach duties.
3. Ability to perform routine walking/standing during course of day and while performing office/outreach duties.
4. Ability to hear and speak well enough to converse over telephone and while performing education and outreach duties 100% of the time.
5. Ability to see well enough to use computer efficiently and read computer reports and correspondence 100% of the time.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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Print Name

Signature

Date