



GRANT AND DATA ANALYST

REPORTS TO: CEO AND DEPARTMENT OF FINANCE

DEPARTMENT: FINANCE

EMPLOYMENT TERMS: FULLTIME

SALARY: \$60,000 - \$70,000

ORGANIZATION HISTORY AND IMPACT:

YWCA Northern New Jersey [NNJ] is on a mission to eliminate racism, empower women, stand up for social justice, help families, and strengthen communities. We are one of the oldest and largest women's organizations in the nation, serving over two million women, girls, and their families.

YWCA NNJ has been at the forefront of the most pressing social movements for 160 years — from voting rights to civil rights, from affordable housing to pay equity, from violence prevention to health care reform. Today, we combine programming and advocacy in order to generate institutional change in three key areas: racial justice and civil rights, empowerment and economic advancement of women and girls, and health and safety of women and girls.

Today, YWCA NNJ is powering change by addressing the immediate needs of women and girls and the root causes of those needs. We pride ourselves on delivering services and programs designed to meet the unique requirements of local communities across our country.

YWCA NNJ is tackling the most challenging and pressing social justice issues facing our constituents:

- Working to end gender-based sexual harassment and violence.
- Providing affordable and educationally driven childcare and after-school programs.
- Increasing access for women and LGBTQ+ and other marginalized communities to fair workplaces, reproductive health care, and safety.

Our vision of a world where all women and girls are free ignites our collective imagination, guides our organizational practice, and is the constant benchmark we strive toward. In service of this vision, we lead strategic initiatives and policy campaigns to fight for the rights of women and girls, while centering people of color.

PRIMARY PURPOSE:

The Grant and Data Analyst provides pre- and post-award funds management for the organization's grants program. This position is responsible for providing support in the preparation of all aspects of post award grant and clinical trial reporting which includes, preparation of budgets for grants applications, expense analysis, submission of monthly, quarterly, and/or annual grant expense reports, assisting finance department during yearend audit and Uniform Guidance audit and other requirements as outlined in detail below. Additionally, this role oversees the data collection, analysis and reporting of the organization's program data along with the submission of internal or external reports as needed.

RESPONSIBILITIES:

- Oversee the organization's data collection efforts.
- Analyze and report internal and external data reports.
- Submit annual reporting documents for org-wide entities as required.
- Establish standards and deadlines for grant proposals or applications, and reviews proposals or applications for completeness and compliance with grant terms.
- Ensure that appropriate receipt of funds specific to each grant/clinical trial are collected and open receivables are managed properly.
- Record all monthly research and grant revenue and expenditures. Analyzes each clinical trial fund and each Federal/State/Private Foundation grant to supporting documentation.
- Prepare other financial reports as required, including financial reports to Principal Investigators.
- Ensure that monthly Time & Effort sheets are submitted from Program Managers through PeopleSoft Time and Labor and reconciles to actual grant reporting.
- Maintains database of all capital purchases funded with Federal/State grant monies and communicates this information to Accounting Team to ensure items are included in the PeopleSoft Asset Management System.
- Works with Research Administration, Principal Investigators, and others to ensure that departmental budgets are completed properly each year.
- Prepares Research Division Financial Statements for review by Manager and distribution to Network Leadership monthly.
- Reviews and provides status updates of specific grants and/or clinical trials with Research Administration, Principal Investigators and others as necessary.

PROFESSIONAL QUALIFICATIONS:

Education, Knowledge, Skills and Abilities Required:

- Bachelor's degree in Finance/Accounting, Grants Management, Finance and/or Compliance
- 3 years of experience in grants & contracts or in a related area; OR equivalent 5 years of experience in grants & contracts or in a related area.
- Strong analytical and problem-solving skills.
- Excellent written and oral communication skills.
- Excellent skills in performing administrative support functions requiring independent judgement, decision making and problem resolution.
- Must possess the ability to maintain confidentiality.
- Must be proficient with Word, Excel, Power Point, Publisher, Outlook, and Internet, and electronic database systems.
- Must have demonstrated understanding of community resources and how to access them.
- Must have the ability to work independently, be flexible and dependable, and demonstrate initiative and creativity.

PERSONAL QUALIFICATIONS:

- The selected candidate must be passionate about promoting racial equity and inclusion at personal, organizational and systems levels; Understands the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
- The selected candidate must be passionate about YWCA NNJ's mission and vision. They must be a strong leader with a track record of success in fundraising and increasing brand awareness, with the ability to reach a broad array of stakeholders and further the organization's movement.
- The successful candidate will be an articulate storyteller and bring a passion and energy for news and communications across all platforms. They will have the ability to work effectively with and gain the respect of multiple constituencies, including senior executives and decision-makers, individual and institutional partners at all levels, and staff and team members across departments.

YWCA NNJ is an Equal Opportunity Employer committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, and service partners. Therefore, YWCA employment, advancement and leadership recruitment processes ensure diversity in terms of age, color, disability, ethnicity, gender, gender identity or expression,

marital status, origin or ancestry, race, religion, sexual orientation, genetic information, and/or military or veteran status.