

**KAUAI FCU
Job Description**

Job Title: Grant Administrator (Program Director)	Effective Date: April 2021
FLSA Status: Exempt	
Reports to: Chief Accounting and Risk Officer	
PURPOSE AND SCOPE	
<ul style="list-style-type: none"> • Responsible for providing strategic leadership, management, planning and developing, and oversight for the Coronavirus Rental and Utility Assistance Program (CRUA). • Proactively develops, manages, and grows relationships with key community partners, and promoted the growth and positioning of the credit union and its products and services. • Serve as a public representative/liaison for the credit union. • Oversee and troubleshoot grant operations, and maintain the integrity and ongoing success of programs in the community. 	
ESSENTIAL JOB FUNCTIONS	
1. Work closely with the marketing department/outside vendors to promote the CRUA/future grant programs, create awareness, and enhance the CRUA/Grant program image in a manner consistent with established branding standards.	
2. Hire, train, supervise, coach, and evaluate staff to ensure programs are effective, sustainable, achieve the desired impact, and are aligned with the credit union’s/grant stakeholder’s overall mission. Monitor staff performance; uses sound management, coaching, and interpersonal skills to influence, motivate, and develop staff.	
3. Ability to understand and interpret federal contracts and ensure the operations of the grant adheres to the guidelines. Have a high degree of reading comprehension and ability to structure operations. Work with the CARO on contract administration.	
4. Draft/update policies and procedures to align with changing Treasury guidelines.	
5. Participate in community outreach with an eye toward identifying the needs of the community and opportunities for enhancing the credit union’s member experience and product positioning. Effectively represent and promote the credit union and develop new business relationships.	
6. Maintain knowledge of the credit union’s products and services sufficient to effectively promote the credit union, facilitate the sign-up for new products and services, and provide basic support and advice to existing and potential members.	
7. Interpret and report data in accordance with federal guidelines and deliverables of all grants obtained by the credit union. Monitor sub-awardees’ awards. Must be able to adapt to changing grant guidelines, and/or new grants.	
8. Maintain target metrics while balancing administration and managing staff. Work with the accounting team during month end close, reconciliation of smartsheets, and annual audit to ensure relevant information is transmitted to the auditors in a timely manner.	

9. Must comply with applicable policies, laws and regulations, including but not limited to the Bank Secrecy Act, the USA PATRIOT Act, Office of Foreign Assets Control, and the Equal Credit Opportunity Act.	
10. Perform other duties as assigned.	

SUPERVISION RECEIVED
<ul style="list-style-type: none"> • Must be able to work independently in setting and meeting short- and long-term objectives with limited supervision from the Chief Accounting and Risk Officer. • Empowered to solve problems in a professional and timely manner. • Exercise discretion and independent judgment in tasks/situations detailed in departmental procedures.
MANAGEMENT/SUPERVISORY RESPONSIBILITIES
Directly Supervises: CRUA team and program manager(s).

IDEAL EDUCATION AND/OR EXPERIENCE
<ul style="list-style-type: none"> • Bachelor’s Degree or higher from an accredited college or university; and • Five (5) years’ experience in managing successful teams or public administrative programs • Strong budgetary experience and contract management experience • Proven track record of building relationships with internal and external partners • Ability to manage a diverse team while overseeing several projects simultaneously • Ability to motivate staff to improve performance • Must be adaptable and flexible, ability to thrive in an entrepreneurial, results-oriented culture, with a service-oriented mindset • Ability to diplomatically resolve issues that arise and problem solve • Strong interpersonal skills, professional written and oral communication, and public speaking abilities • Strong organizational skills, ability to prioritize tasks seamlessly with attention to detail • Experience with Microsoft Office suite, such as Word, PowerPoint and Excel • Must be able to read contracts and effectively produce results of obligation • Experience with Smartsheet is preferred

PHYSICAL DEMANDS
<p>Work Environment:</p> <ul style="list-style-type: none"> • “Moderate” noise level in an enclosed air-conditioned facility (e.g., office with computers, printers, work area with light traffic, telephones, etc.).

- Frequent travel outside of the office to visit business partners, promote the credit union, and attend events.
- May require continuous communication via telephone and other electronic messaging
- Usually indoor work with occasional work outdoors.
- Must be able to lift, push, and pull a minimum of 25 lbs.
- Must be able to operate office equipment such as: computer, typewriter, fax, telephone, photocopier, and calculator.
- Position may require prolonged sitting, standing, and walking.

TRAVEL REQUIREMENTS

Frequent travel throughout the island of Kauai to visit business partners and attend community events. Travel will require the use of personal vehicle.

Some travel may be required to attend meeting/educational offerings by car or aircraft to various locations throughout the United States. The length of the travel varies by purpose.

ATTENDANCE REQUIREMENTS

Please note that scheduled attendance requirements may change due to business needs.

The standard work days are:

Monday – Friday: 8am – 5pm

This schedule can flex based on individual meeting and community involvement schedule.

Must be able to attend meetings and events at night, weekends, or Holidays as needed.