



## **GRANT COMPLIANCE MANAGER**

### **Full Time, Exempt Position**

It is the responsibility of every ODVN employee to uphold the mission and purpose of this agency. The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression-free and violence-free life; fosters change in our economic, social and political systems and brings leadership, expertise and best practices to community programs.

In addition, it is expected that all staff will communicate ethically and engage in providing excellent customer service. It is also an expectation that on an individual level, all staff members will work to further their personal capacity to foster a work culture based on the vision, purpose, and values of our organization.

This job description defines areas for which an individual has primary responsibility and is not intended to limit the scope of the job in any way.

### **Job Duties**

The Grant Compliance Manager is responsible for supporting the financial integrity, grant compliance, and administrative coordination of ODVN's direct survivor assistance programs. This position works in close collaboration with the Grant Administrator and the Project Directors for various grants to ensure that program activities, expenditures, and reporting are accurate, timely, and aligned with funder requirements.

### **Grant Compliance & Reporting**

- Assist with monitoring all grant awards to ensure program activities and expenditures comply with funder requirements, including federal, state, and private foundation grants.
- Track grant reimbursement requests and status reports from submission through payment receipt; follow up with funders as needed to ensure timely reimbursement.
- Review all grant reports, reimbursement requests, and supporting documentation prior to submission to ensure accuracy, completeness, and compliance with funder guidelines.
- Maintain a compliance calendar tracking reporting deadlines, reimbursement submission windows, audit requirements, and other grant-related milestones.
- Coordinate with ODVN's Grant Writing Contractors and Grant Administrator to support grant management and compliance duties, including monitoring deliverables, tracking progress toward grant objectives, and maintaining required records.
- Assist with preparation of grant narrative reports, data summaries, and outcome documentation in support of high-quality, timely submissions.
- Maintain organized grant files and documentation systems sufficient for audit readiness at all times.

- Perform regular reconciliation between ODVN financial statements, grant budgets, and program-level forecasting spreadsheets to identify and resolve discrepancies.
- Assist with tracking and monitoring of grant expenditures against approved budgets and provide periodic reports to program leadership to support informed decision-making and timely spending.
- Coordinate with ODVN's fiscal team to ensure accurate coding of program expenditures and alignment with grant budget line items.
- Serve as an internal resource on compliance matters for program staff, providing guidance on funder requirements, allowable expenditures, and documentation standards.
- Monitor match contribution requirements and maintain documentation to substantiate match expenditures.

### **Additional Duties**

- Collaborate with the grant writing contractors to support research into new and renewal funding opportunities for ODVN's survivor assistance programs.
- Assist with the compilation of programmatic data, narratives, and supporting materials needed for grant applications.
- Maintain records of grant applications submitted, awards received, and funding timelines in ODVN's grant management system.
- Assist with other grant administration duties as requested by the Executive Director or Director of Administration.
- Attend organizational team meetings and external funder meetings as requested.
- Participate in ODVN committees and ad hoc workgroups related to grant administration, financial management, or program development.

### **Qualifications**

- Bachelor's degree in business administration, nonprofit management, public administration, accounting, or a related field is preferred; equivalent experience will be considered.
- Minimum of 3 years of experience in grant management, compliance, or financial administration, preferably in a nonprofit setting.
- Experience managing federal and/or private foundation grants, including familiarity with grant reporting, reimbursement processes, and budget reconciliation is preferred.
- Knowledge of domestic violence dynamics, trauma-informed practice, and/or social services is preferred.
- Strong attention to detail and demonstrated ability to manage multiple deadlines simultaneously.
- Proficiency in Microsoft Office 365, particularly Excel and Word; proficiency in Adobe Acrobat; experience with grant management databases is a plus.
- Demonstrated strong written and verbal communication skills.
- Ability to work both independently and collaboratively in a team-oriented environment.
- Commitment to ODVN's mission and values, including a dedication to equity, inclusion, and survivor-centered approaches.

- Valid driver's license, access to own transportation, and willingness to travel in-state as needed.

### **Compensation**

ODVN offers highly competitive salaries based on experience, a generous benefits package including partially paid health insurance for employees and their children; life insurance, short-term disability, and long-term disability; other health insurance policies at low costs to employees such as dental and vision; Health Savings Account, up to 9% retirement plan contributions after one year of employment; and a generous and flexible accrued paid time off benefit.

The annual salary for this position will be in the mid-\$60s DOE.

### **Location**

Columbus, Ohio and statewide with potential for remote working to be determined.

### **Application Process**

**To apply:** Please submit a resume with a cover letter or equivalent, to Krista Kidney at [kristak@odvn.org](mailto:kristak@odvn.org). Please do not submit anything by mail. No telephone inquiries please.

The review of applications will begin immediately. **Scheduling of initial interviews of first round candidates will begin the week of August 24, 2026**, progressing until a qualified applicant is hired.

**ODVN is an Equal Opportunity Employer**

Ohio Domestic Violence Network  
174 E Long Street, Suite 200  
Columbus, OH 43215  
[www.odvn.org](http://www.odvn.org)