



Inland Empire  
Community  
Foundation  
where giving grows

## **Inland Empire Community Foundation**

### **Strengthening Inland California through Philanthropy**

#### **GRANTS AND CONTRACTS MANAGER**

##### **JOB DESCRIPTION**

Reports to: Chief Financial Officer (CFO)

Status: Full-time exempt

Location: Riverside Main Office

Hybrid Work Schedule: 3 days in office and 2 days remote.

##### **ABOUT THE INLAND EMPIRE COMMUNITY FOUNDATION**

Established in 1941, IECF stands as the oldest community foundation in the Inland Empire, dedicated to serving Riverside and San Bernardino Counties. With a mission rooted in fostering racial, gender, and economic equity, the foundation has become a transformative force in our communities. Stewarding more than \$156 million in assets, IECF collaborates with donors of all sizes to channel more than \$47 million in gifts and distribute over \$29 million in grants and scholarships. The foundation places a strong emphasis on using data to unveil disparities, driving its grantmaking, programs, and partnerships. By empowering and investing in communities most affected and cultivating a culture of philanthropy, IECF envisions a future marked by positive, transformative, and community-led change.

As IECF expands its impact, we are seeking a Grants and Contract Manager who will play a vital role in supporting the Finance and Grantmaking departments to this journey.

##### **Position Summary**

The Grants & Contract Manager is responsible for overseeing the full lifecycle of federal, state, county, city and private grants and contracts, ensuring compliance, accuracy, and timely reporting across all funding sources. In addition to managing post-award administration, this position leads grant writing and resource development efforts, including researching opportunities, developing competitive proposals, and coordinating cross-departmental inputs. The role works closely with Chief Financial Officer (CFO), Chief Impact Officer (CIO), finance and grants team, and executive leadership to ensure proposals and awarded contracts align with organizational capacity, strategic priorities, and funder requirements. This position strengthens the organization's grants infrastructure, maintains key grant assets and documentation, and supports internal systems that promote effective stewardship of institutional funding.

## **Key Responsibilities**

### **Grant & Contract Administration**

- Manage the full grants lifecycle, including pre-award, award, post-award, and closeout activities.
- Review all grant agreements, contracts, amendments, and award documents to identify reporting, compliance, financial, and program requirements.
- Maintain an accurate grant/contract tracking system, including deadlines, deliverables, and available balances.
- Lead contract execution processes and coordinate with legal counsel when necessary.

### **Compliance & Reporting**

- Ensure compliance with federal, state, county, city and private funder regulations, including uniform guidance where applicable.
- Prepare and submit timely financial and programmatic reports in collaboration with program and finance teams.
- Monitor program performance metrics to ensure alignment with grant objectives and contract deliverables.
- Maintain proper documentation for audits and site visits.

### **Financial Management**

- Develop and monitor grant and contract budgets, ensuring alignment with organizational policies.
- Track expenditures, prepare budget-to-actual reports, and flag variances or compliance issues.
- Calculate and process monthly administrative fees and interest sweeps for each program fund, ensuring accurate allocation, consistency with fund agreements.
- Support annual audits by preparing grant schedules, documentation, and funder-required reports.
- Assist with developing cost allocations and indirect cost rates when applicable.

### **Internal Coordination & Support**

- Partner with program staff to interpret funder requirements and support implementation of grant-funded activities.
- Train staff on compliance expectations, reporting procedures, and financial stewardship.
- Support the development team during grant proposal budgeting and submission processes.
- Ensure cross-departmental alignment on deadlines, deliverables, and compliance needs.

### **Funder Relations**

- Serve as a primary point of contact for state agencies, private foundations, and funding partners during submission and reporting, or as needed and requested by development and programs team members.
- Coordinate responses to funder inquiries, support and/or coordinate site visits, and support negotiations for contract renewals or amendments.

- Maintain positive, professional relationships with public and private funders to support long-term partnership development.

## **Qualifications**

- Bachelor's degree in Finance, Public Administration, Business, Nonprofit Management, or related field (Master's preferred).
- 3–5+ years of experience in grants or contract management, ideally within a nonprofit organization.
- Strong understanding of state and private grant compliance requirements; familiarity with federal uniform guidance (2 CFR 200) a plus.
- Experience preparing budgets, financial reports, and compliance documentation.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving abilities.
- Proficient in grant management systems, Excel, and accounting/ERP software.
- Ability to communicate effectively with internal staff, funders, and partners.
- Demonstrated ability to manage multiple deadlines simultaneously.

## **Additional Preferred Skills**

- Experience with state reporting portals (e.g., Cal eGrants, grants.ca.gov, SAM.gov).
- Knowledge of nonprofit accounting principles.
- Ability to develop and improve internal grant management processes.
- Strong writing and editing skills.

## ***Duties Otherwise Assigned***

As determined by CFO, CIO and in coordination with, the President and CEO, projects may be assigned on an as-needed basis.

## **COMPENSATION AND BENEFITS**

Compensation will be commensurate with skill level and experience with an annual performance and salary review; anticipated hiring salary range for this position is \$60,000-\$75,000 based on proven experience meeting the qualifications in the job description.

Generous benefits include paid medical, dental, vision and life insurance; 14 paid holidays, vacation and sick time; 401k match and more.

## **EEO STATEMENT**

Inland Empire Community Foundation is an equal opportunity employer and makes employment decisions on the basis of merit. The company will not discriminate on the basis of race, religion (including religious dress and grooming practices), color, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, national origin (including language use restrictions), ancestry, citizenship status, uniformed service member or veteran status, marital status, age, medical condition (genetic characteristics, cancer related), physical or mental disability (including HIV and AIDS), gender, gender identity, or gender expression. It also includes a perception that anyone may have any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

## **HOW TO APPLY**

Please send a cover letter outlining your fit and passion for the job of Grants and Contract Manager along with a resume and contact information of two professional contacts to **Rudy Brown** ([rbrown@iegives.org](mailto:rbrown@iegives.org)). The position will remain open until a successful candidate is found and hired. The full Job Description for the position can be found here [iegives.org/about/iecf-overview/#job-opportunities](http://iegives.org/about/iecf-overview/#job-opportunities). Please check our website to determine if the posting is still open. For questions, contact **Rudy Brown, Executive Assistant**, [rbrown@iegives.org](mailto:rbrown@iegives.org).

To learn more about the Inland Empire Community Foundation, please go to [www.iegives.org](http://www.iegives.org).