

Grants Manager with Federal Grant Work Oversight
This position would report to the CFO

About Vision To Learn:

Vision To Learn (VTL) is the largest school-based vision care nonprofit in the country. VTL exists to address one basic premise – if you can't see, you can't learn. Vision To Learn provides free eye exams and free glasses to students in underserved communities to help them succeed in school and in life. Founded in Los Angeles in 2012, Vision To Learn has since expanded to thousands of schools across the country. Services are provided directly at schools and community organizations via a mobile vision clinic, staffed with an optician and an optometrist. Vision care is critical as 80% of all learning during a child's first 12 years is visual. To solve the problem of lack of access Vision To Learn partners with school districts and community organizations to provide eye exams and glasses to children with no charge to their families. We have provided over 2 million vision screenings, 476,000 eye exams and 388,000 new, prescription glasses in the last decade.

Who We Are:

We are a group of friendly, high energy, knowledgeable, and quality-oriented professionals committed to Vision To Learn's mission. We approach our work with a value system of service excellence, empathy, integrity, open communication, empowerment, and an eagerness to help the communities we serve.

Job Summary

The Grants Manager oversees the application and fiscal management for select federally assisted, corporate, and private foundation grants, ensures that invoices and reports are properly created, compiled, and submitted, and assists VTL grant writers with budget and compliance aspects of grant proposals. Includes grant management duties, including developing financial projections and ensuring spending is in compliance with budgets and with grant guidelines..

Essential Job Duties

- Work closely with VTL leadership team and grant writers including tracking, communicating, and coordinating grant application deadlines, reports, and other award-related requirements.
- Prepare and submit required expenditure and performance reports.

- Develop and generate periodic internal VTL reports on status of grants, including detailed expenditures, available balances and projections on grant performance. Assist in completing reports, such as narrative/financial reports and, compliance reports.
- Work with development team to develop budgets for grant proposals. Recommend changes to proposals and budgets and identify potential administrative issues.
- Reconcile funded amounts and outputs achieved (i.e., if grant requires us to provide X eye exams and Y glasses, how far along are we against that goal)
- Participate in periodic development meetings to assess progress on grant projects and recommend necessary adjustments when needed.
- Work with the VTL Chief Growth Officer and Development Team to assess and set funding priorities and provide regular updates on progress towards goals.
- Interpret and communicate awarding grant maker policies and procedures to ensure VTL is in compliance with the requirements.
- Verify and enter transactions related to grant maintenance. Notify Chief Financial Officer of any spending not in conformance with VTL, Grantmaker, or compliance policies.
- Interact with VTL Accounting on matters of award administration during funding period and on award closures at the termination of the funding period.
- Perform other duties as assigned.

Basic Qualifications

- BS degree in Accounting, Finance or analytical field or equivalent combination of education and experience
- 2+ years of work-related experience in administration of federal grants
- Basic knowledge of accounting principles, experience with preparing and managing budgets
- Knowledge of federal funding guidelines (2 CFR 200 Uniform Guidance)
- Knowledge of the competitive grant funding process and administration of federally-funded grants
- Excellent ability to communicate effectively, both orally and in writing
- Proven ability to work independently and manage multiple tasks and priorities in a fast-paced environment
- A self-starter with strong analytical and organizational skills with the ability to exercise good judgment, exercise diplomacy and patience
- Very strong organizational skills and attention to detail
- Knowledge of Microsoft suite, including Excel, Word and PowerPoint

- Non-profit environment experience preferred

NEWS TO SHARE

In 2022, Vision To Learn was selected by two-time Pulitzer Prize winning New York Times columnist Nicholas Kristof as a recipient of the well-known [Holiday Impact Prize](#). This Prize recognizes non-profits helping children in need through outstanding, heroic work that changes communities for the better.

<https://kristofimpact.org/> <http://tiny.cc/VTLKristof>

The work done by VTL has also been featured in *The Washington Post*, ESPN, PBS News Hour, countless local television pieces and newspaper articles. VTL was commended by the US Senate in a bi-partisan resolution signed by 43 Senators. In terms of evidence-based service, glasses provided by VTL have been found to have a high impact on the academic success of students by researchers at both UCLA Mattel Children's Hospital and Johns Hopkins University.

VTL Values Statement

Vision To Learn is committed to promoting diversity, equity and inclusion by striving to embrace, recognize and cultivate differences and honor the strengths and contributions of all employees. VTL welcomes applicants who bring a variety of perspectives, experiences, and competencies. People of color, women, people with disabilities, and LGBTQIA+ persons are strongly encouraged to apply. VTL is an equal opportunity employer and does not discriminate based on race, creed, color, religion, ethnicity, national origin, party or political affiliation, sex, sexual orientation or gender identity, age, disability, veteran status, marital status, or any illegal or prohibited factor.

As a direct healthcare provider and to protect the health and well-being of our employees, VTL has implemented best practices for ensuring a clean and safe work environment. Employees will be asked to provide proof of COVID-19 vaccination/booster and pass a Department of Justice background check/fingerprinting (LiveScan), child abuse history clearance, TB, and drug test.

Successful candidates will have a proven track record for success, with positive, proactive attitudes who are dedicated to our mission. Vision To Learn is a rapidly growing organization and team players are critical to our collective success. For more information, please visit www.visiontolearn.org. Qualified candidates should send their cover letter and resume to casey.sakamoto@visiontolearn.org and psilberman@visiontolearn.org.

Required Documents

- Resume
- Cover Letter

Hiring Range

\$70,000 - \$85,000/yr.

Benefits:

- **Employee Assistance Program**
- **Health Insurance**
- **Dental Insurance**
- **Paid time off**
- **Vision Insurance**
- **FSA**
- **401(k)**