**Rural Community Assistance Corporation**

 **Job Description**

 ***Program Analyst***

**Classification:***Grade 10* **Department:** *Finance, Grants & Contracts*

# Status: Exempt Supervisor: Grants & Contracts Administration (GCA) Manager

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. For more than 40 years, our dedicated staff and active board, motivated by our core values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

**Finance Grants and Contracts**

The Finance, Grants & Contracts (FGC) department is responsible for the corporation’s financial operations including accounting, budgeting, contract management, facilities management and procurement. FGC is made up of Grants & Contracts Administration (GCA) and Finance units.

FGC staff works to safeguard the reputation and the resources of RCAC so the organization and its clients thrive. Staff works with internal and external clients to support their work. Outcomes of FGC’s work include: RCAC is a leader in industry best practices; compliance with regulations and investor covenants; excellent, efficient and seamless operations; zero disallowances and findings in external audits.

**Position Description:**

The Grants and Contracts Program Analyst manages a diverse portfolio of grants and contracts, generally in one of our three service areas: Environmental, Housing or Loan Fund. This position provides analysis and high-level administrative support related to compliance and reporting requirements. The GCA analyst collaborates with project leads, managers, directors and field staff.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Duties and responsibilities include, but are not limited to:**

* Serve as the primary GCA point of contact for a portfolio of grants, contracts, sub-grants and sub-contracts
* Provide program support, guidance and coordination to managers, contract leads and others throughout the grant/contract lifecycle
* Review assigned incoming contracts to understand all regulatory requirements, contract terms and conditions, overall contract direction, including deliverables, timeline and budget
* Provide analytical support and assistance with budget preparation and project expenditures
* Identify and track monthly expenses and compare actual expenses against the budget
* Anticipate and identify budget issues and work with project leads to develop solutions
* Track deliverable accomplishment and assist contract leads to prepare internal and external reports
* Manage, maintain and track grants and contracts information and reporting in database(s)
* Train regional managers and staff and provide feedback on database use and report content
* Prepare and submit or generate reports to funders and others upon request
* Assist the Grants & Contracts Manager with internal staff training and training for clients

**Skills and Qualifications**

* Ability to perform budget and contract analysis
* Ability to work with a variety of database and project management platforms
* Knowledge of budgets and project management
* Knowledge of federal, state, tribal and local government agency programs and regulations
* Knowledge of the Uniform Guidance regulations
* Proficiency with Microsoft Office, particularly Access (or other relational database), PowerPoint, Outlook and SharePoint
* Ability to work independently as well as in team environments
* Uses initiative to approach troubleshooting and problem-solving alternatives
* Organizes and prioritizes work to meet multiple deadlines
* Ability to listen effectively and communicate verbally and in writing
* Ability to work with minimum supervision and handle multiple priorities simultaneously
* Ability to work with adult learners in training environments

**Physical Job Requirements:**

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed in an office requires the ability to operate computers and various pieces of office equipment, including the telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day).

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hands to manipulate; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop; kneel; crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Preferred Education and Experience:**

A combination of experience and education is required to qualify for the position. A typical qualifying combination would be:

Experience:

Four years of applicable experience in contract analysis, budget analysis and database processing, and a variety of high-level administrative duties (education may be substituted for experience). Experience in training adult learners, meeting facilitation and organizational skills is highly desirable.

Education:

Bachelor’s degree (additional qualifying experience may be substituted for the required education).

**Special Requirements:**

Possession of a valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy may be required when traveling for business purposes.

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*