

## **Director, Grants Administration**

### **About MOVA**

The Massachusetts Office for Victim Assistance (MOVA) is an independent state agency that seeks to uphold and advance the rights of crime victims and witnesses throughout the Commonwealth of Massachusetts by providing outreach and education, policy advocacy, policy and program development, legislative advocacy, grants administration, and service referrals.

### **Job Overview**

MOVA is seeking an experienced grants administration professional with extensive knowledge of federal and state grants management policies, familiarity with grants management technology and systems, and proven leadership capabilities and management experience. The Director of Grants Administration serves as a leader among federal Victims of Crime Act (VOCA) administrators around the country and among Massachusetts state grants administrators. The Director of Grants Administration serves on MOVA's leadership team and provides management and oversight of all aspects of MOVA's state and federal grants administration. The Director of Grants Administration must be an exceptional communicator, highly collaborative, adept at building relationships, and have strong project management experience.

### **Responsibilities**

- Serve on MOVA's Leadership Team by contributing to MOVA's policy development and strategic planning, managing staff, budgetary decision-making, setting team goals and accountability for goal attainment, and furthering MOVA's mission
- Lead the grants administration team and provide oversight to and management of all team projects and duties
- Manage all grants administration team staff, which includes hiring; training; goal setting; delegation; accountability for team and individual performance; monitoring progress; coaching and providing feedback; and providing opportunities for growth and development
- Directly supervise the senior grants procurement manager and the senior grants manager positions and support these direct reports in their supervision of the grants managers and grants data coordinator
- Serve as a leader in the government funder community at the state level and amongst fellow VOCA administrators at the national level
- Actively engage and collaboratively problem solve with partners at the state and national level
- Support the Chief Fiscal Officer in their role to oversee financial forecasting, receipt of grant awards, and accurate distribution of funding
- Responsible for ensuring the forecasting, planning, and execution of grants procurements which meets the needs of the Massachusetts victim services community
- Forecast, develop, and execute agency funding priorities and program supports, informed by the Director of Victim Services and other members of agency leadership
- Support the Director of Monitoring and Compliance in their role to ensure sub-recipient compliance with state and federal requirements throughout the grant administration and grant management processes
- Responsible for the development and implementation of, and compliance with, grants-related organizational policies and procedures
- Support the Director of Special Projects in their role to develop and implement an online grants management system and provide training and technical assistance to users

- Lead oversight, management and enhancement of the online grants management system once established
- Oversee MOVA's federal and state funding applications and required reports to funders
- Serve as primary agency grant contact for all federal and state funders
- Collaborate with agencies, organizations, and other grants administrators on the national and state level to inform and assess victim service needs for consideration in MOVA's grants administration
- Oversee data compilation and analysis to inform improved service delivery, financial efficiency, and increased funding opportunities
- In collaboration with other MOVA teams, responsible for developing, implementing, and institutionalizing grants management trainings and technical assistance opportunities for subrecipients
- Stay apprised of innovative efforts and developments in the victim services, criminal justice, and grants management fields
- Communicate relevant information from state and national partners to funded sub-recipients and allied professionals
- Ensure accuracy and comprehensiveness of departmental record-keeping while meeting state and federal guidelines and prioritize confidentiality of appropriate information and documents

#### **Qualifications**

- Bachelor's degree in relevant field required; master's degree preferred
- Commitment to furthering the agency's mission
- Five or more years of state or federal grants management administrative experience
- Extensive knowledge of state and federal grants management policies
- Experience with VOCA grants preferred
- Familiarity with grants management technology and systems
- Proven leadership capabilities and supervisory experience
- Demonstrated ability to manage multiple priorities, effectively problem solve, and build strong relationships
- Demonstrated ability to be a collaborative team player, take initiative, be self-motivated, resourceful, and flexible
- Demonstrated ability to work effectively with diverse communities and ensure a culturally relevant and sensitive approach
- Strong computer skills in Microsoft Office software
- Strong attention to detail and strong organizational skills
- Ability to forecast, establish, and meet deadlines
- Strong oral and written communication skills
- Ability to travel within the United States and its territories at least quarterly
- Valid driver's license; travel throughout Massachusetts required

#### **How to Apply**

Please send resume and cover letter to [MOVAHR@mass.gov](mailto:MOVAHR@mass.gov) by March 9<sup>th</sup>. MOVA is an equal opportunity employer. Qualified individuals with disabilities are encouraged to apply. We will gladly assist applicants who need an accommodation.