

## Grants Data Coordinator

Job Title: Grants Data Coordinator

Reports to: Grants Data Manager

Job Type: Non-Supervisor

Exemption Status: Non-Exempt

**Job Overview:** The Grants Data Coordinator is a member of the grants administration team and assists with all related grants data entry functions for state and federal funding sources that support direct services for victims of crime.

### Responsibilities and Duties:

- Responsible for all aspects of grantee statistical and fiscal data coordination, including but not limited to:
  - contacting subrecipients regarding deadlines, data errors, and to provide other supports
  - internal coordination of deadlines and providing timely updates to grants managers and other MOVA staff
  - collaborating with fiscal staff on data reconciliation
  - data entry
- Conduct high-level review of grantee expenditure reports according to MOVA policies, and state and federal regulations
- Work collaboratively with team members to assure efficiency and accuracy of work products
- Maintain accurate record keeping and filing
- Establish and maintain professional working relationships with sub-recipients
- Assist in providing technical assistance to sub-recipients
- Work collaboratively with other teams as needed
- Participate in team and agency meetings, events and trainings as directed

### Knowledge, Skills, and Qualifications:

- Minimum of one-year relevant data entry or fiscal experience, or bachelor's degree in a related field. Additional years of experience may substitute for a degree.
- Strong computer skills, including Microsoft Word, Excel, Outlook, and capacity to learn other specific software
- Familiarity with general, state, and federal grants policies
- Familiarity with statistical methods as they pertain to data collection
- Ability to analyze fiscal data for discrepancies
- Strong attention to detail and overall organizational skills
- Commitment to furthering the agency's overall mission
- Ability to work effectively in a collaborative team environment

### Additional Information:

- Submit cover letter and resume to [MOVAHR@mass.gov](mailto:MOVAHR@mass.gov)
- MOVA is an equal opportunity employer
- Non-managerial, non-exempt position
- Salary range of \$42,000 to \$45,000 annually
- Position is primarily work from home with infrequent (~2x/month) travel to a preferred MOVA office location (Boston or Northampton)