

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
- MOVA is an Equal Opportunity Employer and strives to ensure that those working in our office reflect the diversity of the communities we serve. MOVA encourages applicants from a broad spectrum of backgrounds to apply for positions
- 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)