



# Iowa Center for Economic Success

## Position Description

**Title:** Government Contract Compliance + Relations Manager  
**Reports To:** President & CEO  
**FLSA Status:** Exempt

**Summary:** Reporting to the president and CEO and working closely with the Chief of Staff and Director of Finance, the Government Contract Compliance + Relations Manager will manage compliance with state and federal government and The Iowa Center policies and procedures pertaining to implementation and reporting for restricted state and federal grants and contracts, with specific emphasis on the DHS and IRS Tax Programs. This position will be involved all stages of state and federal funding opportunities including initial proposals, contract review and negotiation, reporting, budget revisions, audits, responding to funder requests, coordinating with partner institutions, grant close-out and sub-grantees. Responsibilities will encompass a portfolio of restricted grants, with focus on the DHS EITC and IRS VITA programs.

**Essential Duties:** Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Develop, implement, and monitor processes to ensure financial and contractual compliance with grant requirements, to support production of accurate and complete funder reports, and to facilitate responses to funder financial requests.
- Facilitate internal review of grant financial status, including monthly status updates to leadership.
- Build capacity of IRS and DHS funded state-wide tax program supporting Volunteer Income Tax Assistance (VITA) and Earned Income Tax Credits (EITC); this includes leading the VITA program for the State of Iowa, including managing sub-grantees.
- Support program leadership in negotiation of awards, no cost extensions, carryover of funds, changes in key personnel, and other project development and modification.
- Facilitate with the Director of Finance state and federal audits, financial reviews and financial reporting.
- Grants compliance policy development, donor compliance and effective coordination with teams.
- Other duties as assigned

**Qualifications:** To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

- Minimum five years of progressive experience with finance, contractual compliance and grants management of major government grants and contracts.
- Ability to respond effectively and in a timely manner to complex inquiries from grantors, auditors and regulatory agencies.
- Ability to present information effectively to top management and project managers.
- Working knowledge of financial accounting and grants management software.
- Very strong financial and analytical skills.

- Demonstrated ability to manage multiple projects and oversee the work of other staff concurrently under deadline pressure and changing priorities.
- Willingness to travel within the state and once-twice a year outside of the state
- Must have a positive attitude, sense of humor, and the flexibility to adapt
- Proficient with Microsoft Outlook, Word, and Excel
- Strong writing and communication skills, attentive to details

**LANGUAGE SKILLS:**

- Strong oral and written communication skills
- Ability to effectively present information in one-on-one and group discussions

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting – Approximately greater than 2/3 – choose one of on-the-job time.
- Driving – Approximately less than 1/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately between 1/3 and 2/3 of on-the-job time.
- Climbing or balancing – Approximately less than 1/3 of on-the-job time.
- Stooping, kneeling, crouching or crawling – Approximately less than 1/3 of on-the-job time.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- Tasting or smelling – Approximately less than 1/3 of on-the-job time.
- Weight lifted/Force exerted – An average of approximately up to 10 pounds, non-continuously.
- Physical demand requirements listed are primarily applied to ability to lift and move paper supply, client files, etc.
- Vision – Close vision (clear vision at 20 inches or less).

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

- Environmental – This position operates in a clerical office setting and routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Noise – Noise is low to moderate, as is typical of an office environment.

**To apply please send cover letter with salary requirements and resume to:  
Katie Hentges at [KHentges@theiowacenter.org](mailto:KHentges@theiowacenter.org)**