



Feeding the Carolinas Job Posting

JOB TITLE: TEFAP Reach & Resiliency Grant Program Manager
REPORTS TO: Executive Director; collaborates with the NCDA&CS staff in managing the grant
SUPERVISES: None
STATUS: Full Time Exempt, Contract Position

Position Summary

The primary responsibility of the TEFAP Reach & Resiliency Grant Program Manager is to manage the process for implementing the USDA grant administered by the North Carolina Department of Agriculture and Consumer Services (NCDA&CS). The position includes coordinating with the North Carolina Feeding the Carolinas (FTC) Food Banks on identifying Partner Agencies to provide capacity expansion such as refrigeration, etc., monitoring the use of funds as dictated by the grant, managing compliance, creating, and managing reporting, and conducting site visits to Partner Agencies. The position is a contract position and is federally funded through the grant which ends on June 30, 2024. There is a possibility of converting the position into a full-time role with FTC.

Location

Position is virtual; desired location is Triad area NC, will also consider Triangle area NC.

Position Description

Program Development

- Manage development of program guidelines, reporting materials, and review process.

Review and Analysis of Partner Agency capacity building plans

- Review and analyze Food Bank implementation plans and verifying completion of requested components.
- Manage involvement of Food Banks in review and verification of information in grant use and supporting documents (as required by grant process).
- Evaluate proposals for grant fund use for alignment with program guidelines and priorities.
- Develop materials to help assess projects.
- Prepare and submit requests for reimbursement compiled from the Food Banks quarterly to NCDA&CS and prepare and submit periodic reports to FTC and NCDA&CS.

Compliance and Monitoring

Perform the duties described in the grant and any monitoring policies of NCDA&CS and the NC Auditor, or any supplemental guidance, for grants. The programs are supported with federal funding that the NCDA&CS applied and was approved for in support of the NC FTC Food Banks. This position will be required to comply with state and federal requirements that apply to these funds to the extent those requirements are different from or in addition to the functions outlined above. These duties include:

- Working with the Food Banks to finalize budget, outcomes, activities against which project

progress will be measured, and other grant terms.

- Reviewing grantee progress reports, disbursement requests, and financial reports, analyzing the information presented, following up on missing items, and identifying and addressing questions or concerns, and conducting site visits as warranted.
- Reviewing project budgets, comparing reported expenditures to approved budget line items, and identifying and reviewing appropriate documentation necessary to verify reported expenditures, including purchase orders and invoices.
- Identifying and reviewing appropriate supporting documentation to verify grantee programmatic outcomes.
- Completing written analyses of reports and materials received from grantees.
- Making recommendations regarding payment of grantee disbursement requests and acceptance of grantee reports, compiled from the Food Banks.
- Identifying instances of grantee non-compliance and making recommendations for appropriate corrective action.
- Serving as a resource for grantees with questions regarding NCDA&CS grant administration policies and procedures.
- Scheduling and performing site visits.