



Position Announcement and Job Description: Programs and Grants Manager

Connecticut State Office

Who We Are

The Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through grantmaking and direct services in the areas of education, health, immigration, civic engagement, economic empowerment and the environment. Values that drive our work include equality, fairness, diversity and empathy.

Who We Seek

The Hispanic Federation seeks a Programs and Grants Manager, to support our grantmaking program, community outreach and engagement, and contract-related work. The Programs Manager will provide support in a fast-paced office that will include extensive editing, fact-checking, and proofreading, reviewing, and monitoring grant recommendations, files, and grant documentation, including grant budgets, proposals, and reports, to ensure compliance with HF Protocols. Additionally, the Programs Manager will support the New England Regional Director with community outreach and events and represent the Hispanic Federation in key meetings and engagements.

The successful candidate will be a self-starter with experience working in the Latino community in Connecticut. They must be able to accurately complete a range of tasks necessary for successful and timely grant acquisition, distribution, and management. This position reports to, and works closely with, the New England Regional State Director.

Position Location: Hartford, Connecticut

Reports to: New England Regional Director

Job Duties and Responsibilities

Program Management

- Support in the coordination and execution of programming, events, and community engagement.
- Provide supervision to volunteers and part-time staff members in campaigns and community outreach capacities; approve time sheets, offer training and guidance, manage issues as they arise.

- Serve as a spokesperson for Hispanic Federation in various community spaces and when attending events.
- Track and organize program files, ensure deliverables are met and properly logged for Development reporting and for proposals.

Grants Management

- Works closely with Programs and Senior Leadership to review and prepare trackers and reports and coordinates the preparation of Board Committee materials.
- Conducts analysis of grants data and prepares summary reports for Senior Staff.
- Works closely with the Grant Management team and Finance in NYC HQ to prepare award and payment letters and ensure timely and accurate grant payments.
- Participates in ongoing efforts to improve and streamline the Federation's grantmaking policies, workflows, and procedures, and guides program staff through policy transitions.
- Contributes to Data Management's continued enhancements to the Federation's grants management system.
- Participates in special projects as needed, including the annual report.
- Updates grantmaking spreadsheet monthly and communicates with grantees, as needed

Skills and Qualifications

- Bachelor's degree.
- Excellent oral and written communication skills.
- Strong financial and analytical skills with exceptional attention to detail.
- Must be able to function well in a fast-paced work environment, able to respond to multiple requests for assistance simultaneously.
- Work collaboratively and independently, have experience working with remote offices
- Computer skills including Microsoft Office (Word, Excel, PowerPoint, Teams, SharePoint).
- Excellent interpersonal and communication skills, with a flexible and collaborative spirit.
- Ability to prioritize and work under multiple deadlines.
- Strong understanding of Latino and social justice issues and a commitment to Hispanic Federation's mission and core values.
- Bilingual is a strong asset (English and Spanish). Candidate must possess a current, valid driver's license.

Compensation and Benefits:

Salary range for this position is \$50,000-\$60,000 and commensurate with experience. Compensation comes with a robust benefits package with fully subsidized medical, dental, and vision insurance, 403(B) retirement plan (including eligibility for a company match), and access to flexible spending and pre-tax commuter benefits. Full-time regular employees are also provided with fifteen (15) vacation days, four (4) personal days, and paid sick time.

COVID-19 Vaccination Requirement

HF will adhere to all local, state, and federal vaccine requirements. HF requires vaccination against COVID-19 for all employees. Reasonable Accommodations based on a qualifying disability, medical necessity or sincerely held religious belief in accordance with applicable law will be considered upon request.

To Apply

Please submit a résumé and cover letter detailing your interest and qualifications via e-mail to careers@hispanicfederation.org with “Programs and Grants Manager, Connecticut” in the subject line. No telephone calls and only selected candidates will be contacted.

Hispanic Federation is an equal opportunity employer and does not discriminate against actual or perceived race, color, religion, gender identity, gender expression, age, national origin, creed, disability, marital status, sexual orientation and/or other protected categories.