

Are you looking to make meaningful contributions to your community? Then we're looking for you!

Your life experience, knowledge, skills, and education can make fundamental differences in and around Greater Knoxville communities! Today, United Way of Greater Knoxville is working to bring people together to create lasting change that will improve lives in our community. We are a citizen's action organization focused on improving community conditions. We are local and invest donated money in programs focused on health, education, and financial stability. You are an essential part of making our mission a reality!

Our East Tennessee Collaborative (ETC), whose partners share a vision of disrupting inefficient silos of programs and services and guiding low-income families to sustainable, thriving lives of self-sufficiency and financial stability. Here at the United Way of Greater Knoxville, we will serve as the backbone organization along with eight core partners of this innovative, ambitious Opportunity Pilot with a geographic focus on the East Tennessee Knoxville Metropolitan Area, including Knox, Anderson, Blount, Claiborne, Grainger, Jefferson, Sevier, and Union counties.

ETC's goals are to (1) Assist 540 families, or 600 adults and 1,000 children, in staying together and achieving self-sufficiency over the 3-year grant period and (2) Establish a new ETN care coordination system to disrupt the traditional ways low-income families receive services so that, over time, families decrease their public dependency. The successes and lessons learned from this innovative Opportunity Pilot will translate into a robust model that can transform families and communities across TN.

So, what's a day in the life of the ETC Grant Administrator?

As the Grant Administrator, you will have regular and active engagement with all grant partners, with frequent communications with all stakeholders. You will serve as the primary technical liaison with the grantor at the local, state, federal, corporate, and foundation levels.

Your keen organization and project management skills, as well as your attention to detail, will allow you to maintain complete, accurate, and timely financial information and documentation in compliance with the grant contract. Monitoring and maintaining grant contracts, team charters, MOUs, reporting/compliance, and cash flows will keep you on your toes. Your experience with grant administration will give you a step ahead in creating and maintaining a scorecard and P&L for the grant.

Use your teambuilding and customer service skills to build and maintain positive, collaborative partnerships with community stakeholders, including local, state, and federal government, nonprofits, and for-profit service providers. Those excellent communications and presentation skills assist you in regular, active engagement with the collaborative and frequent communications with all stakeholders, including gathering up-to-date grant information by identifying sources of information and coordinating the collection of information.

What kind of experience will help you succeed in this role?

At least five years of previous experience in grant administration will demonstrate the knowledge and skills needed for this role. Having a Bachelor's degree in a related field is a plus, but we equally value life experience! Working experience and knowledge of local, state, and federal compliance regulations, including the Uniformed Guidance, is a must, as well as advanced experience with Microsoft Office.

Personal qualities we admire include mission-driven and outcome motivated to create and maintain high-performance standards; effective communicator; ability to manage relationships effectively; business acumen; stress tolerance; team player; organized; demonstrate humility and sensitivity to work with those representing various needs, abilities, and racial, ethnic, and socioeconomic backgrounds; and flexible in responding appropriately in a fluid and evolving program environment.

Other things to know (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.):

- This position may require the ability to travel within the city of Knoxville and surrounding E TN counties, states, etc., as needed.
- You may regularly be required to sit, stand, walk, use hands (to handle, feel, reach), talk, and listen
- This position is generally located in an office environment and may have the option of a hybrid work schedule.
- Must be available to work a flexible schedule to accommodate participant, staff, and partner schedules.

Salary Range for this position is \$54,000 to \$73,000 based on experience.

United Way of Greater Knoxville Diversity, Equity & Inclusion Statement

We take the broadest possible view of diversity.

We value the visible and invisible qualities that make you who you are.

We welcome that every person brings a unique perspective and experience to advance our mission and progress our fight for every person's health, education, and financial stability in every community.

We believe that each United Way community member, donor, volunteer, advocate, and employee must have equal access to solving community problems.

We strive to include diversity, equity, and inclusion practices at the center of our daily work.

We commit to using these practices for our business and our communities.

Join us in embracing diversity, equity, and inclusion for every person in every community.

LIVE UNITED.

EOE/M/F/D/V/SO. We are a Drug-free Workplace.

If you are ready for the challenge, please forward your resume and salary requirement to:

Careers@unitedwayknox.org.