

Director of Business and Grants Administration

The NVERS team supports emergency preparedness projects that build or enhance capability and capacity across Northern Virginia, the National Capital Region, and the Commonwealth. This senior leadership position is responsible for managing the organization's grant programs and ensuring the organization's day-to-day operations are met.

The chosen candidate will be comfortable representing the organization to public safety and healthcare executives, department heads, and other external partner agencies. The individual will be adept at negotiating contracts and have impeccable attention to detail.

Additionally, they will be highly motivated, work well independently, and thrive in a fast-paced setting. They will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills. The candidate must be able to navigate a fast-paced, ever-changing work environment and balance competing priorities, both individually and in a collaborative team setting. They will have a positive, "can-do" attitude and understand the unique challenges of a small team, including wearing multiple hats to ensure the job gets done.

Roles and Responsibilities

Business Administration

- Works with accounting staff to reconcile bills and receipts by providing appropriate coding and classification, and uploads invoices into the bill pay system for approval.
- Works closely with the Executive Director to ensure organizational financial safeguards are maintained.
- Ensures continuity of business operations by maintaining currency of required licenses and registrations.
- Drafts contracts and statements of work.
- Assists in human resources functions by drafting employment agreements, providing administrative onboarding to new hires, working with brokers to maintain currency of insurance policies, evaluating benefits, etc.
- Works closely with Executive Director and Accounting staff to complete the federally required audit.
- Works with Accounting staff to ensure timely invoicing of member dues and service payments.
- Assists Executive Director in budgeting by monitoring projected spend-down and identifying overages or cost savings as soon as possible.
- Procures office supplies and equipment and assists with some project procurements.
- Assists with reserving meeting venues and committee procurements.
- Ensures internal documents and memorandums are current and updated as appropriate.
- Other relevant duties as assigned by the Executive Director and Deputy Executive Director

Grants Administration

- Ensures federal and state compliance for any grant procurements and reviews purchase orders against the grants to ensure they are an approved and budgeted expense.
- Manages grant staff and contractors to ensure the accurate and timely submission of reimbursement packets.
- Maintains a financial record of expenditures to ensure accurate reporting on grant status reports and budget projections.
- Meets with Project Management staff to review project expenditures.
- Works closely with Executive Director and Accounting staff to complete any grantor monitoring visits.
- Assists in the development of grant portfolio budgets (currently UASI and HPP) annually.
- Other relevant duties as assigned by the Executive Director and Deputy Executive Director

Education, Experience, and Qualifications

- 5-7 years of grant administration experience.
- 3-5 years of business administration experience.
- Master's degree preferred.
- Education and/or work history in public health, public safety, healthcare administration, or emergency management.
- Track record of building solid, collaborative working relationships and are committed to collaboration.
- Enjoy providing excellent customer service.
- Have flawless attention to detail.
- An understanding of the current emergency preparedness and response initiatives in the National Capital Region.
- A basic understanding or familiarity with healthcare coalitions is preferred or willingness to learn.
- Must be a self-starter who thrives in an environment with ever-changing priorities, can multi-task effectively, and is committed to delivering exceptional work.
- Must be equally competent and comfortable working alone and with a team; remotely and in-person.
- Strong computer skills, including mastery of Microsoft Office.
- Must be self-reliant; finding solutions to problems on your own but knowing when to ask for help.

About NVERS

NVERS is a 501(c)(3) organization that supports regional collaboration and capacity building in all facets of emergency preparedness within Northern Virginia. NVERS is the federally designated healthcare coalition for Northern Virginia. Learn more about NVERS at <https://www.nvers.org>.

NVERS provides a flexible, hybrid work environment with a low-ego and fun team.

Application Process: Send your resume, cover letter, and salary requirements to careers@nvers.org and put Director of Business and Grants Administration in the subject line. Incomplete applications will not be considered. This is a full-time position with excellent benefits. Applications will be reviewed on a rolling basis.