

JOB POSTING

Posting Date: July 1, 2026

Position Title: Grants Compliance Officer

Classification: Full-time, exempt, 35 hours per week

Location: Hybrid – 3 days in-person – Rockland County, NY – New City, NY

Benefits and PTO Package: Includes medical, dental and vision care; 34 PTO and 12 Holidays

Salary Range: low to mid 60's depending on experience

Reports to: Senior Director of Grants & Compliance

Anticipated Start Date: 8/1/2026

The Grants Compliance Officer serves as the central point of organizational expertise on grant compliance requirements, ensuring that all grant-funded programs operate in full compliance with federal, state, and local regulations, as well as funder-specific guidelines. This role is responsible for developing and maintaining strong internal controls, monitoring program and fiscal performance, supporting staff across departments, and ensuring audit readiness. The ideal candidate is highly detail-oriented, analytical, and able to drive accountability by ensuring adherence to grant requirements across all program areas.

JOB RESPONSIBILITIES:

Grant Compliance & Monitoring

- Work closely with the Sr. Director of Grants & Compliance, Data Manager, and Finance to identify compliance risks and vulnerabilities and implement corrective actions and process improvements.
- Monitor program performance to ensure alignment with approved scopes of work and to ensure the Center is on target to meet deliverables and outcomes as specified in federal, state, county, and private contracts.
- Conduct internal monitoring reviews to ensure compliance with funder requirements, to ensure data entry accuracy, and to regularly update directors on progress made on goals/objectives within their departments.
- Oversee subrecipient, including review of programmatic reports and co-facilitating site visits

Budgeting, Reporting, Documentation & Audit Readiness

- Support the Sr. Director of Grants & Compliance and Finance with budget monitoring, modifications, and fiscal compliance.
- Coordinate, prepare, and review grant reports, deliverables, and required documentation prior to submission.
- Maintain comprehensive and organized grant files to support audits, monitoring visits, and funder reviews.
- Serve as a key point of contact for audits and monitoring, including preparing documentation and responding to inquiries.
- Track and support implementation of corrective action plans as needed.

Regulatory Oversight & Organizational Support

- Ensure the Center maintains active status in systems including VendRep, the New York Statewide Financial System (SFS), and SAM.gov.
- Ensure the Center's liability, disability, and workers compensation certificates are renewed annually and provided to all funders prior to their expiration.
- Monitor regulatory and legislative changes impacting grant-funded programs and ensure organizational compliance.
- Submit monthly, quarterly, and annual reports by specified deadlines provided by funders.
- Assist Sr. Director of Grants & Compliance in compiling and analyzing programmatic and fiscal data for planning, budgeting, and reporting purposes.
- Support continuous improvement of internal systems to enhance efficiency, accountability, and compliance.
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Grant Research & Writing

- Assist Sr. Director of Grants & Compliance with grant research
- Compile grant prospect lists
- Assist in writing and submitting grant applications

General Duties & Responsibilities

- Maintain complete, accurate, and timely records (daily timesheets, outreach, and training attended).
- Prepare all necessary reports, including collection of data needed for reports in a timely manner.
- Attend staff meetings, direct service trainings and supervision.
- Attend all agency-required meetings and trainings, including a weeklong onboarding training at the Residential Shelter, a two-day Getting to the Root training, and a 10-week Domestic Violence Advocate training and Rape Crisis Counselor training.
- Additional duties as assigned by supervisor.

QUALIFICATIONS:

Required

- Bachelor's degree in English, Non-Profit Management, Public Administration, Business, English, Finance, Sociology, or related field.
- Exceptional organizational and time management skills with the ability to manage multiple priorities and deadlines.
- Strong written and verbal communication skills.
- Strong analytical thinking and problem-solving skills.
- High attention to detail and commitment to accuracy and accountability.
- Ability to manage competing priorities in a fast-paced environment.
- Strong collaboration skills across programmatic and financial teams.
- Proficiency with Microsoft Suite, Google and databases.
- Commitment to the mission of the Center for Safety & Change.
- A valid driver's license and access to reliable, insured transportation are required.

Preferred

- 3+ years of experience in grant compliance, grants management, or nonprofit finance.
- Strong knowledge of federal grant regulations.

- Experience with victim services federal funding systems (JustGrants) and federal funding streams (e.g., OVS, OVW, VOCA, VAWA)
- Familiarity with NYS systems such as the Statewide Financial System (SFS) and Grants Management System (GMS)
- Experience with case management or data systems (e.g., Apricot)

ORGANIZATIONAL OVERVIEW: At the Center, we strongly believe that integrating a world-changing approach into all areas of our work is essential to ending domestic violence, sexual assault, human trafficking, and other crimes. Our dynamic and diverse team of compassionate advocates is working to create a world in which every individual has the basic human right to be free from gender-based violence and to engage in relationships that embrace the principles of respect, equality, and safety.

The Center is a 501(c)(3) nonprofit organization responding to domestic violence, sexual assault, human trafficking, and other crimes in Rockland County, New York, by providing multi-lingual, trauma-informed legal and supportive services. We bolster our work with clients by engaging in extensive outreach and community education, strengthening the systemic response to all forms of gender-based violence.

NO PHONE CALLS, PLEASE. Applicants may email, mail or fax resume and cover letter stating why you are interested in this position and including your salary requirements and why you are passionate about our mission.

Email: humanresources@centersc.org **Subject line must read: Grants Compliance Officer**

Mail: Center for Safety & Change, 9 Johnsons Lane, New City, NY 10956 **Fax:** (845) 634-3396

The Center's policy prohibits discrimination due to race, color, age, religion, sex, sexual orientation, gender identity, disability, and national origin in employment and delivery of services.

For Information on Center for Safety & Change please go to
www.centerforsafetyandchange.org