Grant Manager

About VFOR

The Vermont Foundation of Recovery (VFOR) is a nonprofit organization committed to supporting individuals in their transition to long-term recovery from substance use disorder by providing safe, affordable, and structured recovery housing across Vermont.

We operate a network of certified recovery homes in multiple communities, offering stable sober living environments where residents are empowered through accountability, peer connection, and community support. At VFOR, we believe recovery is possible for everyone, and we are dedicated to helping people rebuild their lives with access to opportunity, respect, and the resources they need to thrive.

Job Purpose

To protect and sustain the Vermont Foundation of Recovery's (VFOR) standing with its funders by ensuring the organization meets every obligation attached to the awards it holds.

Position Summary

VFOR is a subrecipient of state and federal awards that carry binding reporting, documentation and compliance obligations. The Grant Manager is the organization's designated authority on those obligations and is accountable for the accuracy, completeness and timeliness of everything VFOR submits to a funder.

This is a post-award position. Grant seeking, proposal authorship and funder relationship leadership rests with the Director of Development and Communications; award administration, compliance, reporting and closeout rest here. The position carries no direct reports. Its authority is functional rather than supervisory: the Grant Manager exercises independent judgment on matters that affect VFOR's compliance standing and organization needs to meet its commitments.

Scope and Authority

Decides Independently

- The interpretation of award terms and conditions and the requirements they impose on VFOR.
- The content, format and sufficiency of reports and deliverables submitted to funders.
- Whether data and narrative are accurate and complete enough to certify and submit.
- The organization and retention of grant records necessary to satisfy monitoring and auditing.
- When a compliance question requires consultation with the funder.

Recommends and Coordinates

- Budget revisions, reallocations and prior-approval requests, developed with Finance and approved by leadership.
- Corrective action where performance diverges from committed deliverables.
- Reporting metric definitions and data delivery requirements, agreed with data staff.
- Expenditure alignment, reconciliation and audit preparation, in partnership with Finance.

Escalates

- Identified or potential noncompliance, funder findings, and any material risk to an award.
- Proposed commitments the position judges VFOR cannot deliver, track or report.
- Funder communications that change scope, budget, terms or conditions.

Essential Functions

Grant Compliance

- Ensures VFOR's compliance with the terms, conditions and regulatory requirements of all awards held.
- Serves as the organization's internal authority on allowable costs, documentation standards and prior-approval requirements.
- Maintains grant records sufficient to satisfy funder monitoring, audit and record-retention requirements.
- Identifies compliance risk and ensures it is resolved or escalated.

Funder Reporting

- Owns the accuracy, completeness and timeliness of all reports and deliverables submitted to funders.
- Maintains the organization's grant reporting calendar and ensures deadlines are met.
- Verifies and certifies programmatic and financial information prior to submission.
- Prepares required post-award planning documents and reports progress against them.

Award Administration

- Administers awards from acceptance through closeout.
- Prepares and submits prior-approval, amendment and budget revision requests.
- Serves as the day-to-day point of contact with funder staff on administrative and compliance matters.
- Coordinates funder monitoring visits, desk reviews and audits, and leads the organizational response to findings.

Organizational Support

- Advises program, finance and leadership staff on how grant requirements affect operational decisions.
- Partners with Finance on expenditure alignment, reconciliation and audit readiness.
- Partners with data staff to ensure reporting information is defined, available, and reliable.
- Provides guidance and training to staff on grant documentation requirements.

Support to Grant Seeking

- Supplies program, financial, outcome and compliance content for applications and renewals.
- Reviews proposed commitments for feasibility and reportability before submission.
- Maintains the registrations and documentation that keep VFOR eligible to apply for public funding.

Knowledge, Skills and Abilities

- Knowledge of federal and state grant administration requirements, including the Uniform Guidance as it applies to subrecipients.
- Ability to interpret and apply regulatory and contractual requirements independently, and to recognize when a question exceeds that independence.
- Strong analytical skills, including the ability to interpret, question and verify information prepared by others.
- Clear, accurate writing for regulatory and funder audiences.
- Ability to manage multiple concurrent deadlines without direct supervision.
- Ability to work effectively across finance, program and leadership functions, including the standing to raise concerns with senior staff.
- Understanding of the Social Model of Recovery, National Alliance for Recovery Residences (NARR) standards, and SAMHSA and HUD best practices for recovery housing, or willingness to learn.
- Compassionate, empathetic and culturally sensitive approach to working with diverse populations.

Minimum Qualifications

Candidates must meet at least one of the following:

- Bachelor's degree in public administration, nonprofit management, business, accounting or a related field, and two or more years of professional experience in grants administration, contract administration or compliance reporting; or
- Master's degree in a related field and one or more years of related professional experience; or
- Associate's degree or two years of college coursework and four or more years of related professional experience; or

- Five or more years of professional experience in grants administration, contract administration or program compliance.

Preferred Qualifications

- Experience administering federal awards and applying the Uniform Guidance.
- Experience preparing reports for state or federal government funders.
- Experience supporting a single audit or funder monitoring review.

Supervision Received

- This position performs work with considerable independence under the general supervision of the Director of Development and Communications. Work is reviewed for outcomes – compliance standing, submission quality and timelines, and funder feedback – rather than for method.

Compensation & Benefits

- This position is classified as full-time, non-exempt.
- Competitive salary, $29.00 - $32.00 per hour.
- Comprehensive medical, dental, and vision coverage.
- Generous Paid Time Off (PTO) and holiday schedule.
- Retirement plan options.
- Flexible/hybrid work environment. (Occasional in-state travel is required for funder meetings and visits to VFOR recovery residences)

Our Commitment

VFOR is committed to fostering a collaborative, mission-driven workplace grounded in respect, accountability, and shared purpose. We value leadership that is both strategic and human-centered, and we believe strong internal systems are essential to delivering meaningful impact across the communities we serve.

How to Apply

Please submit your resume and a cover letter outlining your interest and qualifications to VFOR's Human Resources Department at hr@vfor.org.

Employment is contingent upon the successful completion of a background check.

This position is supported in part or in full by grant funding. Continued employment is contingent upon availability of funding.

The Vermont Foundation of Recovery is an Equal Opportunity Employer. We welcome and encourage applicants from all backgrounds and do not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic.