



JOB ANNOUNCEMENT

Anchor Point | SANE, Inc.

Position: Director of Grants and Finance

Status: Full-time, Exempt

Who We Are:

The purpose of SANE, Inc. / Anchorpoint is to provide forensic examinations, forensic interviews, evidence collection, court testimony, and community prevention education related to rape, sexual and physical assault. SANE, Inc. / Anchorpoint functions as a non-profit 501 (c) 3 agency and is currently governed by a board of directors.

Together, we can make sure that survivors in our community have access to everything they need to have safety, hope, and healing. For more information about SANE, Inc./ Anchorpoint visit saneinc.org.

Position Summary: The Grant and Finance Director is responsible for the financial management, compliance monitoring, and reporting for SANE, Inc. / Anchorpoint's grants portfolio and sub-awards, primarily federal and state grants, as well as private foundation funding. The position also oversees the evaluation of SANE, Inc./ Anchorpoint initiatives to measure effectiveness and impact on survivors and communities throughout our service area.

This position has a flexible work schedule among the three SANE, Inc. locations with the occasional option for remote work as deemed appropriate. Some travel throughout the state for meetings or education may be required. Ideal candidates will be based in (or willing to relocate to) Northeast Georgia, with the ability to travel to each of the offices, as needed.

Responsibilities:

- Provide financial management and monitoring of grant awards and sub-awards in accordance with government regulations, funder requirements, and SANE, Inc./Anchorpoint policies.
- Analyze data in accounting and other systems to ensure accuracy and correct reporting under each grant agreement, including review of expenses for compliance with grant conditions and monitor budget to actuals.
- Manage cost-based reimbursement processes, including preparing and submitting monthly expenditure requests for all government grants.



- Prepare budget analyses and projections for cost-based grants and coordinate with program staff to review actual and projected grant expenses and ensure effective utilization of grant funding.
- Prepare and submit grant financial and programmatic reports and documentation as required by the funder.
- Manage the process and preparation of documents for grant renewals and execution of grant awards.
- Work together with SANE, Inc./ Anchorpoint Executive Director and grant writer to prepare program budgets and other documents for competitive grant applications.
- Manage grant subawards, including subgrantee invoices and reimbursement, progress reporting, and monitoring compliance with grant conditions.
- Oversee the development and implementation of performance measures and data collection tools to assess the effectiveness and impact of GCADV's programs and initiatives.
- Identify and manage consultants, community partners, student interns, and/or volunteers to design evaluation methods and data collection tools and assist with data analysis.

Required Qualifications:

- Ability to understand funder agreements and OMB circulars applicable to federal grants.
- Experience in grant budget preparation, analysis, and financial reporting.
- Adept at using online grant management web portals, such as Grants.gov, JustGrants, Grant Solutions or comparable programs.
- Excellent Excel skills and proficiency with other Microsoft Office products.
- Data analysis and spreadsheet skills relevant to nonprofit finance.
- Excellent verbal and written communication skills.
- Ability to clearly communicate finance and grants management concepts to staff with varying levels of familiarity with these concepts.
- Strong interpersonal skills and emotional intelligence, with the ability to build and maintain positive and collaborative relationships with staff, funders, and stakeholders.
- Strong financial and analytical skills with exceptional attention to detail.
- Ability to prioritize, work under deadlines, and manage multiple tasks at the same time.
- Excellent organizational skills with the ability to follow-through and execute projects successfully.
- Ability to work individually in a self-directed manner and as part of a team.
- Understanding and commitment to social justice issues, including gender-based violence and racial equity.
- Ability to travel to in-person meetings and events within Metro Atlanta.



Preferred Qualifications:

- Work experience in nonprofit grants management, including federal funding sources.
- Working knowledge of Generally Accepted Accounting Principles (GAAP).
- Federal and foundation grant writing or grant proposal development experience.
- Experience and knowledge in developing and conducting evaluation activities for grant and funded initiatives.
- Experience setting up and streamlining operational systems and processes to make grant administration efficient.
- Experience working across multiple teams.
- Comfortable hosting virtual meetings via Zoom and Microsoft Teams.
- Experience using Google Suite (Drive, Docs, Sheets, Forms).
- Familiarity with QuickBooks is a plus, but not required.
- Experience thriving within a flexible work environment.

Compensation: Salary \$60,000 – \$70,000 per year. SANE, Inc. / Anchorpoint provides flexible work environment and excellent benefits—including 100% employer-paid health, dental, vision, and life insurance and generous paid leave and holidays.

To Apply: Interviews will be conducted on a rolling basis until the position is filled—applying early is highly recommended. To be considered, please email a cover letter and a resume with your qualifications to mdickens@saneinc.org. We will accept applications only by e-mail. NO PHONE CALLS PLEASE. All applications will be kept strictly confidential.

SANE, Inc. / Anchorpoint is an Equal Opportunity Employer. We ensure that all qualified applicants will receive equal consideration for employment without regard to race, color, sexual orientation, gender identity/expression, age, people with disabilities, and survivors of sexual or domestic violence.