About Jericho Project

Jericho Project is a nationally-acclaimed nonprofit ending homelessness at its roots by enabling homeless individuals and families to attain quality housing, employment and mental and physical health services. The 34-year-old nonprofit serves over 2,500 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 400 units of supportive housing including 7 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC. A new residence at Walton Avenue in the Bronx is under construction.

About the Position

The Government Grants and Data Quality Manager is responsible for supporting senior staff in managing a range of government grants. The selected individual will be critical in ensuring that programs have full knowledge of all contract requirements, that Jericho Project is compliant with all government grant-related reporting and that, based on execution of contracts and information provided to finance, billed revenue is correct. In addition, the individual serves as the system administrator for various on-line reporting systems utilized by Jericho Project and coordinates Data Quality issues in the agency.

Responsibilities:

Gov't Grants and Contract

- Responsible for submitting all documents required for contract renewals on single or multiyear contracts, in conjunction with program, operations, and finance staff (DOHMH, DHS, HRA, HUD, Etc).
- Responds to Government Program Officer requests for information in a timely manner.
- Collect data and program information to complete government progress reports and other funder required reports as assigned and required.
- Coordinate preparation of Government Grants and Proposals in response to RFP's with Development Department.
- Work with HR and Finance to maintain staff allocations consistently across budgets, income statements, contracts and payroll.
- Assist Program Managers in the financial management, reporting and other administrative requirements of their grants/contracts. Monitor/track the status of each program through the program life cycle.
- Manage NOFA Process and other submissions for the CCoC.
- Keep abreast of government/funding agency policy changes.

System Administration

- Serve as System Administrator for TMS, ECM , AWARDS/HMIS, ESNAPS, and Eloccs.

- Oversee day-to-day activities and operations of a complex, highly customized Salesforce system used primarily for electronic case record management.
- Manage and participate in projects to improve use of Salesforce, including working with staff and external consultants to implement enhancements to the system.
- Build custom reports and dashboards to share data across departments, teams, and the organization.
- Receive, analyze, and evaluate and implement requests for changes from users to determine organization-wide impacts including: adding new fields; editing page layouts; creating list views, reports and dashboards, workflow and validation rules.
- Integrate Salesforce with other applications. Manage data transfers or validate data across Salesforce and other database systems (AWARDS, TMS) to ensure accuracy across platforms.
- Co-manage user roles, security, profiles, workflow rules, and other configuration options in Salesforce.
- Develop and ensure data-entry standards and assist staff in entering and/or maintaining clean data in Salesforce, TMS and AWARDS.
- Provide support and training to users in Salesforce, AWARDS and TMS ; trouble shoot and resolve issues as necessary and in collaboration with external system managers (AWARDS, TMS).

Quality and Data Management/Performance Reporting

- Serve as HIPAA Privacy Officer.
- Monitor completeness of Incident Management documentation.
- Collaborate on development and implement routine processes for monitoring data quality, accuracy and completeness across platforms.
- Conduct Audits for quality and completeness of records within programs.
- Collaborate on development and implementation of quantitative systems to measure performance improvement in areas such as Stakeholder Satisfaction, Provision of Evidence Based Practices, and Critical Incidents.
- Manage monthly data uploads for HMIS in AWARDS platform.
- Coordinate information entered into the OMH CAIRS system, SMS, MHPD and the Bi-Annual Patient Characteristics Survey.
- Performs other related duties as assigned.

Requirements:
- Bachelor's degree from an accredited college or university.
- At least 3 years of experience with grants and contracts in government, healthcare, human services, or other non-profit setting.
- Knowledge of online systems preferred including: Grants.gov, NYC HHS Accelerator, NYC PASSPort, Grants Gateway, AWARDS, Salesforce, TMS, Esnaps and SAGE.
- Proficient in the use of business computing software including: intermediate to advance experience with Excel, Word.
- Excellent interpersonal and communication skills.
- Ability to work independently and collaboratively, set priorities and exercise sound judgment.
- Excellent attention to detail, strong project management skills, and ability to manage multiple complex tasks while maintaining composure under demanding deadlines.
- Flexibility in approach and willingness to adapt when necessary.

Compensation:
Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

How to Apply:

Interested applicants must submit a cover letter and with salary requirements to:

Human Resources Department
Jericho Project
Job Code: Government Grants & Data Quality Manager
245 W. 29th Street, Suite 902
New York, NY 10001
Fax 646.624.2301
careers@jerichoproject.org

<u>No Phone Calls Please.</u>

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool. www.jerichoproject.org