HAWAIIAN COMMUNITY ASSETS

Celebrating 25 Years

Grants Compliance Manager

Full Role Description and Accountability Framework

Position Title	Grants Compliance Manager
Employment Type	Full-Time, Exempt, Salaried
Reports To	Chief Strategy Officer
Primary Focus	Post-award grants administration, compliance coordination, required reporting, monitoring, and closeout
Pay Range	$70,000-$75,000/annually

ABOUT HAWAIIAN COMMUNITY ASSETS (HCA)

Hawaiian Community Assets (HCA) is a non-profit organization dedicated to building the capacity of low- and moderate-income communities to achieve and sustain economic self-sufficiency, with a particular focus on Native Hawaiians. Through housing counseling, financial education, lending partnerships, housing initiatives, and innovative programming, HCA works to create long-term pathways toward economic resilience and housing stability across Hawai‘i.

As a Native Hawaiian-focused organization, HCA is committed to fostering a positive and respectful environment, advancing community innovation and growth, collaborating across teams and partnerships, communicating with integrity, and demonstrating drive and accountability. We operate in an evolving environment that requires cultural grounding, mission alignment, continuous learning, and a shared commitment to delivering meaningful results for our communities.

POSITION SUMMARY

The Grants Compliance Manager is responsible for the day-to-day administration, compliance coordination, and reporting of HCA’s awarded grants. The Manager translates award requirements into clear assignments, timelines, records, and follow-up so program, finance, data, and leadership teams can meet funder obligations from notice of award through closeout.

This is a hands-on role for a detail-oriented professional who can coordinate multiple awards, assemble accurate reports, identify risks early, and maintain complete records. The Manager owns the post-award process while program leads retain responsibility for implementation, Finance retains financial approval authority, and the designated compliance leader retains organization-wide compliance governance and independent risk oversight.

REPORTING STRUCTURE

This position reports to the Chief Strategy Officer. The Manager works closely with the Advancement Manager, Director of Program Compliance, Finance, Research and Data, Senior Director of Programs and program teams, Communications and Marketing, grant writers, and funders.

ESSENTIAL DUTIES

Core Accountability

- Maintain a reliable system for managing awarded grants from kickoff through reporting, monitoring, amendments, and closeout.
- Make award requirements, responsible owners, deadlines, documentation needs, and emerging risks visible to the appropriate teams.
- Coordinate complete and timely reports and funder responses through established review and approval processes.
- Maintain organized grant files that support monitoring, audits, institutional memory, and renewal planning.

1. Award Review and Grant Kickoff

- Receive final applications, approved budgets, award notices, and funder commitments from Advancement and confirm a complete handoff.
- Review award documents and prepare a grant executive summary identifying scope, budget, restrictions, deliverables, performance measures, reporting requirements, payment terms, acknowledgement requirements, and key dates.
- Flag unclear or conflicting terms for review by the appropriate program, finance, compliance, or executive lead before obligations are accepted or implemented.
- Coordinate kickoff meetings and confirm owners, internal deadlines, documentation requirements, and communication protocols across departments.

2. Grant Administration and Systems

- Maintain the master grant tracker, reporting calendar, compliance files, award documents, amendments, correspondence, monitoring records, and funder-specific documentation.
- Track implementation obligations, spending periods, reporting schedules, payment terms, and closeout conditions; follow up before deadlines are at risk.
- Maintain complete, organized, version-controlled grant records and the applicable grant-management fields in HCA's approved systems.
- Develop and maintain grant administration procedures, templates, checklists, and handoff processes; orient staff to their assigned requirements.

3. Reporting and Funder Coordination

- Lead the reporting workflow by requesting program inputs, assembling narrative and data components, coordinating financial reports with Finance, and checking completeness against award requirements.
- Reconcile inconsistencies with responsible staff, verify reported information against supporting records and award requirements, document required reviews and approvals, and coordinate timely submission by the authorized person.
- Retain final reports, supporting documentation, submission confirmations, and funder feedback.
- Coordinate routine post-award questions and reporting correspondence; keep Advancement informed of matters affecting funder relationships, stewardship, or renewal opportunities.

4. Compliance Monitoring and Risk Escalation

- Monitor progress against deliverables, documentation standards, funding restrictions, and award conditions in coordination with program, finance, data, and compliance leads.
- Identify implementation risks, reporting gaps, documentation weaknesses, potential unallowable or out-of-scope costs, and portfolio-level compliance concerns. Promptly escalate concerns to the supervisor and appropriate organizational lead.
- Coordinate funder monitoring requests, desk reviews, site visits, audit documentation requests, and corrective action tracking with the responsible teams.
- Track corrective action owners, deadlines, and evidence of completion; elevate unresolved issues for leadership action.

5. Amendments Renewals and Closeout

- Coordinate documentation and approvals for proposed scope, budget, timeline, or other award modifications; track funder decisions and communicate approved changes.
- Provide Advancement with grant status, performance history, reporting records, and unresolved issues to inform renewal applications and funder engagement.
- Coordinate final narrative and financial reporting, outstanding deliverables, funder confirmations, and required closeout documentation with the responsible teams.
- Maintain complete closed-award records in accordance with applicable award terms and HCA's retention procedures.

6. Systems and Internal Coordination

- Produce routine grant-status, reporting, compliance, and deadline dashboards for leadership review.
- Coordinate grant-management system improvements with Research and Data, maintaining consistent fields, clear ownership, and reliable records in HCA's approved systems.
- Coordinate required funder acknowledgements with Communications and Marketing and the appropriate relationship owner.

Additional Duties

This position description outlines the general responsibilities of the role. Additional duties may be assigned as needed to support the mission and evolving operations of Hawaiian Community Assets.

MEASURES OF SUCCESS

- Award requirements, owners, deliverables, reporting dates, documentation needs, and risks are visible and actively managed from kickoff through closeout.
- Required reports and funder responses are complete, reviewed, approved, and submitted on time.
- Grant records and trackers are current and support reliable monitoring, audits, renewal planning, and decisions.
- Compliance concerns and implementation risks reach the appropriate leaders early enough for action; corrective actions are tracked to documented resolution.
- Advancement receives complete and timely post-award information for stewardship and renewal planning.
- Leadership receives reliable grant status information without needing to manage routine reporting logistics.

DECISION AUTHORITY AND ROLE BOUNDARIES

- The Manager owns routine post-award coordination, grant records, deadline tracking, and reporting workflows within approved requirements. The Manager does not independently accept funding terms, change scope or budgets, approve financial reports or expenditures, or commit HCA to new obligations. Material decisions require the appropriate leadership approval, primarily the Chief Strategy Officer.
- Program leads remain accountable for program implementation and the accuracy of program narratives and data. Finance remains accountable for financial records, expenditure review, and financial report approval. The designated compliance leader retains organization-wide compliance governance and independent risk oversight. The Manager coordinates the process, checks completeness against award requirements, maintains records, and escalates concerns.
- Research and Data supports validation of reported outcomes and measurement methods; program leads remain responsible for the accuracy and completeness of the program information they provide.
- Advancement retains prospect research, cultivation, solicitation, proposal development, donor stewardship, campaigns, events, and renewal strategy. The Grants Compliance Manager supplies post-award information for those activities and coordinates required funder reports. This role focuses on grant compliance rather than enterprise-wide compliance governance.
- Only authorized signatories may execute agreements or amendments. Reports may be submitted only after required reviews and approvals are documented.

QUALIFICATIONS

Minimum Qualifications

- At least four years of progressively responsible experience in grants management, grant reporting, compliance coordination, nonprofit administration, project management, or a closely related field.
- Working knowledge of grant agreements, restricted funding, deliverables, reporting cycles, documentation standards, and cross-functional grant administration.
- Demonstrated ability to manage multiple awards, deadlines, and detailed workstreams with consistent follow-through.
- Strong writing, editing, organization, and interpersonal communication skills; ability to assemble clear reports from program, data, and financial inputs.
- Experience using a grant-management system, CRM, project-management platform, or comparable tracking system.
- Sound judgment with confidential information and the ability to identify compliance or reporting issues that require escalation.
- Ability to work respectfully and effectively in Hawai‘i’s communities; demonstrated cultural humility and alignment with HCA’s mission and values.

Preferred Qualifications

- Experience coordinating grant kickoffs, reporting, monitoring, amendments, corrective actions, or closeout across program and finance teams.
- Experience administering foundation, corporate, or government awards and applying funder-specific documentation and reporting requirements.
- Experience preparing grant records for audits, desk reviews, or site visits.
- Knowledge of housing, financial capability, community development, or Native Hawaiian-serving organizations.

BENEFITS

- A 32-hour, four-day workweek, with your regular day off determined in coordination with your supervisor
- 16 paid holidays each year
- 100% medical and dental coverage for employee-only plans, subject to the applicable plan and employer contribution limits
- An allotment of PTO after completing six months of employment and again on each anniversary thereafter
- Paid bereavement leave
- Employer-paid life insurance for employees who regularly work 20 hours or more per week
- Flexible Spending Accounts for eligible medical and dependent-care expenses
- Tuition assistance reimbursement
- Access to an Employee Assistance Program
- Additional lifestyle benefits and discounts through ALTRES, including travel, entertainment, gas, credit unions, movie tickets, cell service providers, car rentals, pet insurance, gym memberships, and auto purchases

In addition to our benefits package, HCA offers an annual Cost-of-Living Adjustment, or COLA, to help offset inflation. COLA increases typically range from 0% to 5%, are applied uniformly rather than based on individual performance, and are processed near each employee's anniversary date.

HCA also provides a Service-Based Increase after every five consecutive years of employment. This is a fixed 3% increase that recognizes an employee's long-term commitment and the institutional knowledge they've built over time. The service-based increase is separate from COLA, which means an employee may receive both within the same fiscal year.