

Grants Compliance Specialist

King County Regional Homelessness Authority

Role Title: Compliance Specialist,

Salary Range: \$75,000 - \$85,000 per year

Organizational Overview

The King County Regional Homelessness Authority (the Authority) oversees all homelessness related programming and prevention initiatives in the Seattle/King County region. Created via an interlocal agreement between the City of Seattle and King County in 2019, the Authority is charged with building and implementing a regional approach to ending homelessness in King County. To accomplish this, the Authority is specifically tasked with:

1. Engaging and centering people with lived experience;
2. Focusing on justice-based approaches to actively address disproportionalities in the population experiencing homelessness; and
3. Integrating the perspectives of a wide range of stakeholders across King County through a sub-regional planning process that recognizes the unique attributes of communities within the county.

The Authority is currently in its founding era and seeks dynamic and skilled leaders at all levels.

Team Overview

The Grants Office within the Regional Authority is responsible for grant-funded homelessness strategy development, procurement, contract implementation, compliance monitoring, and overall oversight. The team has direct lines of interaction with all offices across the agency, working closely with the Executive Office to ensure direct alignment with the big-picture strategy and goals of the Regional Authority. The team has 5 members working directly in related offices.

Role Description

As part of the Grants Team, the Compliance Specialist works closely with the Grants Manager and Procurement Coordinator to provide specialized expertise on grants compliance within the Program Division at the Regional Authority. As a contributing member of the team, the Specialist works in support of the agency's mission to provide high-quality, customer-centered services to Seattle/King County community members through specialized support for initiatives and programs that support housing and anti-homelessness. The Specialist reports directly to the Grants Manager and will work closely with the Finance Director and various members of the Program Division, community partners and customers to design compliance related strategies and oversee day-to-day tasks. This role is an individual contributor that has focused expertise in grants and contracts. They may also lead special projects in this expertise area, informally managing stakeholders as needed. Reporting directly to the Grants manager this role has no direct reports.

The Compliance Specialist will be accountable to the Chief Executive Officer and people experiencing homelessness and will be held accountable to the processes that customers of the Regional Authority's services, community groups, and frontline staff establish.

Accountabilities

Grants Compliance (70%)

- Serve as an internal expert in grants and contract compliance on the Grants team
- Develop and maintain grants and contract progress tracking in GMS (Fluxx) to ensure provider compliance in accordance with RHA regulations and organizational needs and objectives
- Conduct routine compliance reviews of grants programs
- Prepare and review information and reports for internal and external stakeholders
- Lead specialized project work in the grant compliance field, as needed, including developing a work plan to ensure clear identification of objectives and fiscal resources needed for projects of oversight
- Collaborate with the Account Payable Specialist, the Procurement Coordinator and members of finance team to ensure timely payments of invoices

Risk Management (20%)

- Maintain team practices and norms related to grants and risk management
- Keep team members apprised of trends and best practices in in core practices in grants management, as needed

Stakeholder Engagement (20%)

- Engage relevant stakeholder groups in an ongoing way to drive continuous improvement and design efforts for projects of oversight
- Attend relevant meetings with community-based organizations, other government agencies and partners, to support informed design, resource building and resource sharing
- Actively build relationships across the sector and across sectors to support creative innovation

Minimum Requirements

- Fluency in equity and racial justice concepts and language, understand their own privilege and power, and can bring equity impact analysis to life in the context of their tasks
- 1-3+ years of related work experience in the government, non-profit or related field, with a record of success in grants compliance, stakeholder relationships, homeless continuum of care.
- A track record of success in cross-team and/or multi-stakeholder collaboration
- Comfort in conducting research
- Strong organization, written and oral communications skills
- Proficiency using technology and data, including Microsoft Office Suite

Additional Requirements

- Ability to travel up to 10%, in state and out-of-state

- Experience working across government agencies and related structures/governing bodies
- Experience designing and operating programs or projects and conducting data-driven continuous improvement processes
- Superior oral and written communication skills
- Exceptional planning, organizing, and prioritizing skills to manage a diverse workload, multiple demands, and deadline sensitive projects
- An elevated level of customer service orientation and diligence
- Ability to provide and accept feedback
- Ability to work in and across several communication platforms, including social networks and cloud- based systems
- Strong diligence, accuracy, and timeliness

EEO STATEMENT

The Regional Homelessness Authority is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on the basis of race, creed, religion, color, national origin, age, alienage or citizenship status, ancestry, nationality, national origin, marital or domestic partnership or civil union status, familial status, sex, pregnancy, gender identity, or any other characteristic protected by federal, state or local law. In addition, the Authority will provide reasonable accommodations for qualified individuals with disabilities.