



205.939.0411
P.O. Box 130159
Birmingham, AL 35213-0159
www.collaborative-solutions.net

Job Description

Grants & Contract Manager

Revised: December 2025

Department: Administration and Operations

Reports to: Director of Administration and Operations

Position Type: Full-Time, Exempt (Salaried) with Benefits

Salary Classification: Commensurate with experience and education

Location: Birmingham, AL (Hybrid/Remote options negotiable)

Position Summary

The Grants Manager is responsible for overseeing the financial and administrative management of all grants, contracts, and awards for Collaborative Solutions (CS) and its partner organizations. This role ensures compliance with federal, state, and private funder requirements and supports program staff in the planning, implementation, and reporting of grant-funded activities. The Grants Manager works closely with the Senior Finance Manager and program teams to ensure accurate financial tracking, timely reporting, and successful grant closeouts.

Minimum Qualifications

- Bachelor's degree in Accounting, Finance, Public Administration, or related field required;
- Minimum of 5 years of experience in nonprofit grants management, including federal and state grants;
- Strong knowledge of grant compliance, budgeting, and reporting requirements;
- Experience working with program teams to support grant implementation and reporting
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook);
- Experience with grants management systems (e.g., Grant Seeker) and financial software (e.g., QuickBooks) preferred;
- Familiarity with federal financial systems (e.g., DRGR) and project management tools (e.g., Big Time) is a plus;
- Strong organizational skills and attention to detail; and
- Commitment to the mission and values of Collaborative Solutions.

Key Responsibilities

Grants and Contracts Management

- Manage the financial and administrative aspects of all grants, contracts, and awards;
- Ensure compliance with all applicable federal, state, and private funder regulations;
- Collaborate with program staff to support grant planning, budgeting, implementation, and reporting;
- Track and monitor grant expenditures and budgets across internal and external systems;
- Prepare and submit timely and accurate financial reports to funders;



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- Coordinate grant invoicing, drawdowns, and closeout processes;
- Reconcile grant budgets and expenditures for year-end and audit preparation; and
- Maintain accurate and organized grant documentation and records.

Leadership and Operations

- Serve as a liaison between finance and program teams to ensure alignment on grant requirements;
- Provide training and technical assistance to staff on grant compliance and reporting;
- Support the Senior Finance Manager in audit preparation and financial reporting related to grants; and
- Contribute to the development and refinement of grants management policies and procedures.

Work Environment and Culture

Collaborative Solutions is committed to fostering a collaborative and values-based workplace. We value the contributions of all team members and strive to create an environment where everyone feels respected and empowered. Persons filling this position must comply with the CSI Personnel Policies and Procedures as approved by the Board of Directors. Neither this job description nor the CSI Personnel Policies and Procedures will constitute a contract for employment. Collaborative Solutions, Inc. is an equal opportunity employer and a drug-free workplace.

Application Process

To apply, please submit a resume and cover letter with salary requirements to:

Director of Administration and Operations

Collaborative Solutions, Inc.

P.O. Box 130139, Birmingham, AL 35213

Email: careers@collaborative-solutions.net