



United Way  
OF THE GREATER LEHIGH VALLEY

## United Way of the Greater Lehigh Valley Job Posting

### Manager Grant Administration

Department: Impact  
Supervisor: Director, Grant Development  
Status: Salary, Exempt, Full-time  
Salary Range: \$60k – \$65k  
Location: Allentown, PA

#### **Position Description Grant Accountant**

The Manager Grant Administration is responsible for all compliance post award for inbound grant revenue.

#### **Accountabilities:**

1. Project Coordinator for all post-award grant reporting & compliance
2. Maintain a master calendar of post-award deadlines, deliverables, and reporting requirements
3. Works with Grant Accountant to ensure compliance for expenditures
4. Updates and maintains Post-Award information in Salesforce and Basecamp
5. Works with data team to ensure data readiness for grant reports
6. Generate program reports for grants
7. Serves as the primary contact for post-award matters for partners & funders (program officers & funder contacts)
8. Manage post-award compliance
9. Occasionally support grant writing and development

#### **Work Experience and/or Education Required**

3-plus years of paid work experience in non-profit or government grant administration. Relevant education considered in lieu of work experience.

#### **Skills Required**

- Exceptional eye for compliance and detail.
- Understanding of federal, state and county grant compliance.
- Advanced user of MS Excel, proficient in the rest of the MS Office suite.
- Understanding of and commitment to the mission, vision, and goals of United Way.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

#### **Benefits Package**

In addition to the base pay and annual pay increases this position is eligible for a full benefits package including subsidized medical, vision and dental insurance, fully paid life and ltd insurance, a 401k retirement plan with employer contributions and a generous paid leave policy.

#### **Work Location**

This position is based in the UWGLV office located in Allentown, PA and is required to report in person to that office at least 3 days a week.

#### **HOW TO APPLY**

Interested candidates may apply via: <https://my.career.place/static/jobs/manager-grant-administration-20250811-cmegxlqsskut70iph12i1ydhq?source=uwglv>