



Finance and Grants Manager

The Opportunity

When a child in Alabama needs help, the response should not depend on their ZIP code. Every child deserves access to effective, consistent, and coordinated services delivered by professionals prepared to support them.

The Alabama Network of Children's Advocacy Centers (ANCAC) works to make that possible. Our mission is to ensure Children's Advocacy Centers (CACs) provide effective, standardized, and coordinated services for Alabama's children. ANCAC is seeking a highly organized and detail-oriented Grants and Finance Manager to strengthen the Network's fiscal management, grant administration, compliance, and funding development. This position will work closely with the State Executive Director to ensure accurate and timely financial information, responsible stewardship of grant funds, and strong financial practices across the organization.

The position will also provide financial and grant-related technical assistance to Alabama's Children's Advocacy Centers and help identify new funding opportunities that can strengthen both ANCAC and the local CAC network.

About ANCAC

ANCAC is the statewide membership organization supporting Alabama's Children's Advocacy Centers as they provide child-focused services in response to allegations of child abuse. ANCAC strengthens the statewide CAC movement through membership standards, training, technical assistance, peer connection, advocacy, and collaboration.

Our goal is simple: Every County, Every Child.

ANCAC is funded through the Alabama Legislature and manages state and federal grant funding that supports services throughout Alabama.

More about the role

The Grants and Finance Manager combines strong financial and accounting skills with grant management, compliance, research, and technical assistance. This position will help ensure that ANCAC's financial records, budgets, grant expenditures, reimbursement requests, and reports are accurate, timely, well documented, and compliant with applicable requirements.

The position will also serve as a resource to local CACs by helping directors and staff understand financial requirements, identify and pursue grant opportunities, develop grant budgets, ensure allowable expenditures and proper documentation, and meet reporting expectations.

A vital component of this position will be proactive grant research and funding development. Using grant research and grant management software, the Grants and Finance Manager will identify potential funding opportunities for ANCAC and local CACs, track deadlines and requirements, maintain funding opportunity information, and assist the team and member centers in determining which opportunities may align with organizational and statewide priorities.

The ideal candidate is analytical, organized, trustworthy, resourceful, and comfortable working with numbers, deadlines, regulations, and multiple funding sources. This individual must be able to work independently, identify problems, develop solutions, and communicate financial and grant requirements clearly to both finance professionals and CAC staff.

On a day-to-day basis, you might:

- Review financial information and grant expenditures to ensure expenses are allowable, properly documented, and within approved budgets.
- Review financial documentation and reimbursement requests from local CACs and follow up on questions or discrepancies.
- Use grant research software to identify new state, federal, foundation, corporate, and other funding opportunities for ANCAC and local CACs.
- Track grant opportunities, application deadlines, eligibility, funding priorities, and reporting requirements.
- Assist ANCAC and local CACs in evaluating potential grant opportunities and determining alignment with organizational needs and funding priorities.
- Prepare and organize financial and grant documentation for audits, monitoring, reimbursement requests, and reporting.
- Provide technical assistance to CAC directors and staff regarding financial compliance, grant budgets, allowable expenses, documentation, and reporting.
- Assist with accounts payable, accounts receivable, cash management, payroll coordination, and other accounting functions.

Core Responsibilities:

Financial Management and Accounting

- Assist with preparation and analysis of monthly financial statements, financial reports, and budget-to-actual reports.
- Assist with accounts payable and accounts receivable functions, including review and organization of supporting documentation.
- Review expenditures for appropriate coding, documentation, budget availability, and compliance with applicable organizational policies.
- Assist with the preparation of annual audit materials and respond to requests for financial documentation.
- Maintain accounting records in accordance with ANCAC policies, procedures, applicable accounting standards, and record retention requirements.
- Assist with the development and implementation of internal financial controls that protect organizational assets and promote the integrity and accuracy of financial information.
- Identify opportunities to improve financial processes, procedures, systems, and workflows.

Grant Management and Compliance

- Maintain a thorough understanding of grant requirements, reporting procedures, allowable costs, documentation requirements, and applicable federal and state regulations.
- Review grant budgets and expenditures for compliance with federal, state, and funder requirements.

- Assist with preparation and submission of grant reimbursement requests, financial reports, and other required grant documentation.
- Track grant reporting deadlines, expenditure requirements, match requirements, closeout requirements, and other compliance obligations.
- Collaborate with the State Executive Director to ensure grant requirements are understood and met.

Grant Research and Funding Development

- Utilize grant research, grant management, and funding opportunity software to proactively identify potential funding opportunities for ANCAC and Alabama's local CACs.
- Research federal, state, foundation, corporate, and other grant opportunities that align with ANCAC's mission, strategic priorities, and the needs of local CACs.
- Maintain a centralized and organized database or tracking system of potential grant opportunities, deadlines, eligibility requirements, funding amounts, application requirements, and status.
- Help identify funding trends and opportunities that could support statewide initiatives, member services, training, technology, workforce development, and other Network priorities.

CAC Financial Technical Assistance

- Help local CACs understand grant budgets, allowable expenses, documentation requirements, reimbursement processes, and financial reporting expectations.
- Identify recurring financial or grant compliance questions and help develop resources, tools, templates, or training to address common needs.
- Collaborate with ANCAC staff to identify areas where additional financial training or technical assistance may benefit the Network.

Financial Systems, Data, and Administration

- Maintain accurate financial and grant information in ANCAC's accounting, grant management, and other organizational systems.
- Develop and maintain spreadsheets, tracking tools, calendars, and reports to monitor budgets, expenditures, grant activity, and deadlines.
- Assist with data collection and preparation of information for annual reports and other organizational reporting.
- Ensure financial and grant documentation is complete, accurate, accessible, and maintained in accordance with ANCAC policies and applicable requirements.
- Identify opportunities to streamline administrative and financial processes and improve organizational efficiency.

Executive and Organizational Support

- Provide financial and grant-related information and analysis to the State Executive Director, Board of Directors, Finance Committee, and other leadership as requested.
- Assist with preparation of Finance Committee and Board materials, reports, budgets, and presentations.
- Assist with other administrative or operational responsibilities as assigned by the State Executive Director

Skills and experience we are looking for:

Ideally, candidates will bring some or all of the following:

- Bachelor's degree in accounting, finance, business administration, nonprofit management, or related field.

- At least 2–3 years of professional experience in nonprofit accounting, fiscal management, grant administration, grant compliance, or related field.
- Experience preparing, understanding, and analyzing grant budgets and financial reports.
- Knowledge of nonprofit fiscal management and applicable accounting principles.
- Experience with federal, state, foundation, or other grant requirements is strongly preferred.
- Experience with grant research, writing, management, or development is preferred.
- Strong proficiency with Microsoft 365, particularly Excel, Word, and PowerPoint.
- Experience with accounting software such as QuickBooks or similar fiscal management systems.
- Experience with grant research or grant management software is preferred, with the ability to learn about ANCAC's systems quickly.
- Ability to manage multiple grants, deadlines, budgets, and priorities simultaneously.
- Excellent written and verbal communication skills, including the ability to explain financial and grant requirements clearly to individuals without a financial background.
- Ability to work independently, take initiative, exercise sound judgment, and effectively "self-supervise."
- Ability to maintain confidentiality and exercise discretion when handling financial, personnel, grant, and other sensitive information.
- Experience working in a nonprofit, child advocacy, government, or membership organization is preferred.

What we value as an organization

ANCAC values service, integrity, collaboration, accountability, responsiveness, and continuous improvement. We believe responsible fiscal management is essential to protecting the resources entrusted to ANCAC and ensuring those resources reach the children and communities who need them.

We are looking for a team member who is trustworthy, detail-oriented, proactive, and committed to doing things the right way. The right person will understand that grant compliance is more than checking boxes; it is about protecting funding, strengthening local organizations, identifying untapped resources, and ensuring that public and private dollars are used responsibly to improve outcomes for children.

Work environment and travel

This is a full-time position based in ANCAC's Montgomery, Alabama office, with primary hours Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening, weekend, in-state, and out-of-state travel may be required for meetings, conferences, training, technical assistance, professional development, grant activities, and local CAC visits. The employee must be able to travel independently and maintain a valid driver's license and reliable transportation.

Physical requirements

The physical demands described here are representative of those required to perform the essential functions of the position. The role may involve sitting for extended periods, standing, walking, reaching, grasping, bending, repetitive motion, and occasional lifting or moving of meeting materials, office supplies, boxes, or event equipment.

The employee must have the visual acuity needed for computer work, financial analysis, data entry, document review, report preparation, and extensive reading. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation & Benefits

Salary will be commensurate with experience, education, qualifications, and demonstrated skills. Range of \$65-75K. ANCAC offers a competitive benefits package that includes health insurance, access to supplementary insurance policies, an employer-supported retirement plan, paid time off, and opportunities for professional learning and development. Specific plan details will be shared with qualified applicants.

How to apply

Please submit a resume and cover letter to lynn@alabamacacs.org. Applications will be reviewed until the position is filled. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities required of the employee. Duties, responsibilities, and activities may change at any time with or without notice. ANCAC is an equal opportunity employer.