

Grants and Contracts Compliance Specialist– Job Posting

YouthZone serves more than 1,500 youth and families each year across Colorado's Western Slope through a continuum of evidence-informed, trauma-responsive services. Our work spans youth assessment and screening, individual and family counseling, parental guidance and support, restorative justice, court-involved programming, educational workshops, and coordinated community interventions. Founded in 1976, YouthZone has grown into a stable, systems-driven organization with clearly defined roles, strong internal structure, and a deep commitment to family-first, youth-centered care.

Over the past several years, YouthZone has intentionally strengthened its operational and compliance infrastructure. We administer a growing portfolio of federal, state, county, and private grants and contracts that fund our direct service programs across multiple counties. Our compliance and reporting frameworks are well-established, and this role enters a structure that values accuracy, accountability, and clear communication across departments. The Grants and Contracts Compliance Specialist will be well-supported by experienced leadership and a collaborative team committed to the integrity of our funding relationships.

We are seeking a detail-oriented, organized, and collaborative professional to serve as our Grants and Contracts Compliance Specialist. This is a mid-level, non-supervisory position focused exclusively on post-award grant and contract administration, compliance, and reporting. The ideal candidate brings experience in grant compliance or nonprofit administration, comfort working across departments, and the ability to translate funder requirements into clear, actionable guidance for internal staff. This role does not conduct grant research, write grant proposals, or lead fundraising strategy.

Essential Functions, Responsibilities and Abilities of the Contract & Grant Compliance Specialist at YouthZone

- **Grant & Contract Administration (Post-Award)**
 - Manage the day-to-day administration of awarded grants and contracts once funding is secured.
 - Review grant agreements and contracts to identify compliance requirements, reporting schedules, deliverables, and documentation standards.
 - Track grant and contract terms, deadlines, amendments, and renewal requirements.
 - Maintain accurate and organized grant and contract files in accordance with organizational and funder standards.
- **Compliance Oversight & Monitoring**
 - Monitor organizational, programmatic, and contractual compliance across all funding sources, including federal, state, county, and private funders.
 - Serve as the primary staff responsible for ensuring YouthZone meets all grant-related compliance obligations after award.
 - Identify compliance risks, gaps, or concerns and escalate issues promptly to the Director of Operations, Executive Director, or Development Director as appropriate.
 - Support preparation for audits, monitoring visits, desk reviews, and compliance checks.
- **Grant & Contract Reporting**
 - Coordinate and complete all required programmatic, performance, and compliance reporting for grants and contracts.
 - Collect data, narratives, and documentation from program, clinical, finance, and operations teams to support accurate reporting.
 - Ensure reports are submitted on time and meet funder specifications.
 - Track reporting history and maintain proof of submission and funder correspondence.
- **Data Collection & Performance Tracking**
 - Track grant deliverables, outputs, and outcomes in alignment with funder requirements.
 - Work with program, clinical, and executive staff to validate service data and performance metrics.
 - Ensure consistency between reported data, internal records, and financial documentation.
 - Support internal reporting and dashboards related to grant and contract performance.

- **Financial & Audit Coordination (In Collaboration with Finance)**
 - Work closely with the Finance Director to monitor grant budgets for allowability, alignment, and compliance.
 - Support reconciliation of financial expenditures with programmatic deliverables.
 - Assist with preparation of financial documentation for audits and funder reviews.
 - Support budget modifications, extensions, and fiscal compliance documentation as needed.
- **Cross-Departmental Collaboration**
 - Collaborate closely with the Director of Operations on HR, insurance, credentialing, and organizational compliance tied to funding requirements.
 - Partner with the Finance Director on accounting, audits, fiscal documentation, and financial compliance.
 - Work with Executive, Clinical, and Program Directors on direct service compliance, documentation standards, and service delivery requirements.
 - Translate funder requirements into clear, actionable guidance for internal staff.
- **Organizational Policy & Compliance Support**
 - Conduct annual reviews of organizational policies and procedures to ensure alignment with grant, contract, and regulatory requirements.
 - Support the Director of Operations in maintaining and updating compliance documentation across the organization.
 - Assist with compliance standards related to personnel qualifications, insurance coverage, data security, and service documentation.
 - Maintain compliance calendars, checklists, and internal reference materials.
- **Administrative & Documentation Support**
 - Maintain grant and contract tracking systems, calendars, and compliance tools.
 - Ensure secure handling of sensitive and confidential information.
 - Prepare summaries and internal updates related to grant compliance and reporting status for leadership.

Knowledge, Skills & Abilities

- Passion for YouthZone's vision and mission.
- Highly developed organizational and time management skills with the ability to manage multiple deadlines simultaneously.
- Strong written and verbal communication skills, with the ability to translate complex funder requirements into clear guidance for internal staff.
- Ability to work collaboratively across departments and build positive working relationships.
- Proficiency in data entry, records management, and compliance tracking systems.
- Ability to adapt and learn new technical systems for grant reporting and data management.
- Detail-oriented with strong critical thinking skills and the ability to identify and escalate compliance concerns appropriately.
- Self-starter with the ability to manage work independently within an established structure.
- Reliability, conscientiousness, and a strong work ethic.
- Willingness to occasionally participate in organizational events or opportunities beyond the normal work week.
- Commitment to the success of the organization and its programs.

Qualifications & Competencies

- Bachelor's degree in business administration, public administration, nonprofit management, social services, or a related field; equivalent experience will be considered.
- Minimum of two years of experience in grant administration, nonprofit compliance, contract management, or a closely related role.
- Demonstrated familiarity with federal, state, or county grant compliance requirements.
- Experience working across departments or with multiple stakeholders in a collaborative environment.
- Strong proficiency with Microsoft Office Suite or equivalent tools for document management, reporting, and tracking.

Preferred Qualifications & Competencies

- Experience with Medicaid, Behavioral Health Administration (BHA), or other regulated funding streams.
- Familiarity with nonprofit audit preparation or financial compliance processes.

- Experience with data management systems, grant tracking software, or CRM platforms (e.g., Salesforce).
- Bilingual in Spanish and English; strong verbal and written communication skills in English, and ability to understand and make oneself understood in Spanish.
- Experience in a youth-serving, behavioral health, or justice-involved service organization.

Physical Demands & Working Environment

- Working conditions are generally indoors in environmentally controlled conditions. Travel will be required.
- Sitting- up to 70%
- Walking- up to 10%
- Standing- up to 15%
- Reaching- up to 5%
- Lifting and/or bending- up to 5%
- Able to lift 20 pounds

Employment Classification & Wage Range

Full-time hourly non-exempt. \$49,766-\$76,868 DOE

Benefits of Working at YouthZone

YouthZone is a great place to work!

We offer a healthy, supportive work culture; three hours of weekly exercise time; employee retirement plan; health insurance/wellness stipend; All-in-One mental health sessions; life insurance a positive working environment, and; the opportunity to be part of a wonderful team consisting of committed and passionate professional optimists.

We also employ a hybrid work policy that allows for 1/3 remote work, 1/3 flex space work (we work in three counties and do our best to reduce barriers for our clients by meeting them in their communities), and 1/3 office.

How to Apply:

If you're interested in applying, please submit a resume and cover letter to careers@youthzone.com

YouthZone is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. YouthZone is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at YouthZone are based on organizational needs, job requirements and individual qualifications, without regard to race, color, gender, sexual orientation, gender identity, national origin, veteran status, disability, religion or belief, family or parental status, or any other status protected by Federal and State law. YouthZone does not tolerate discrimination or harassment based on any of these characteristics.