



DGA Grants Compliance Manager & Financial Reporting Lead

Dairy Grazing Alliance invites applications for a Grants Compliance Manager & Financial Reporting Lead to serve as the lead role overseeing the organization's grant portfolio and financial reporting systems, ensuring accuracy, compliance, and alignment across all grant-funded and organizational activities.

DGA Vision

Transforming the world through regenerative grazing.

DGA Mission

Catalyzing the development of and support for a vibrant managed grazing dairy sector.

Organization Summary

DGA is the industry leader in managed grazing dairy education and workforce training through our Apprenticeship. As we continue to grow and expand, our goal is to provide an inclusive platform to foster cooperation between diverse stakeholders, align current and new initiatives, and serve as a thought leader advancing the managed grazing dairy sector.

Position Overview

Reporting to the Director of Operations, the Grants Compliance Manager & Financial Reporting Lead oversees the full lifecycle of DGA's grant portfolio, including pre-award, post-award, financial management, compliance, and closeout. This role maintains accurate financial records related to grants, performs core accounting functions such as reconciliation, expense tracking, and financial reporting, and ensures alignment between budgets, internal tracking systems, and financial records.

DGA partners with a third-party accounting firm and fractional CFO. This position works closely with those partners to ensure that financial data, grant tracking, and reporting structures accurately reflect organizational and grant-specific needs. The position plays a key role in strengthening financial systems, improving reporting processes, and ensuring consistency and accuracy across all grant-funded and organizational financial activities.

Principal Duties and Responsibilities

Grant Management and Administration

- Manage the full lifecycle of grants from pre-award through closeout
- Ensure compliance with federal and other grant requirements
- Maintain complete, accurate, and audit-ready grant records
- Develop and refine internal systems for grant tracking

Financial Reporting and Accounting Coordination

- Track grant budgets and expenditures
- Prepare reimbursement requests and financial reports

- Perform account reconciliations related to grants
- Work with accounting partners on coding and allocations
- Utilize QuickBooks or similar systems
- Works closely with third-party accounting firm and fractional CFO
- Performs grant report outs to DGA Board at quarterly meetings

Monitoring, Reporting, and Compliance

- Submit timely reports
- Track deliverables and timelines
- Ensure compliance with federal audit standards

Audit and Risk Management

- Support Single Audit process
- Maintain audit-ready documentation
- Identify and mitigate compliance risks

Relationship Management

- Serve as primary grant contact
- Maintain funder and partner relationships
- Works in partnership with grant project managers and development director

Capacity Building and Internal Support

- Train staff on compliance and reporting
- Translate grant requirements into internal processes

Education and Experience

- Bachelor's degree in related field or equivalent experience
- 3–5 years grants management experience
- Federal grant experience preferred
- Financial reporting and reconciliation experience
- Experience with Google platform, particularly Google Drive

Skills

- Strong knowledge of federal grant compliance
- Attention to detail
- Organizational and systems thinking
- Strong communication

Personal Attributes

- Ability to work independently and on a team
- Strong problem-solving skills
- High accountability

Working Conditions

Remote work environment with occasional travel required.

Benefits

The salary for this position is between \$75,000 - \$80,000, commensurate with experience.

- Unlimited PTO and 4-day work week
- \$100/month tech stipend
- 401k with 3% match after 6 months
- \$10,000 life insurance
- Long-term disability insurance
- Voluntary benefits
- Employee Assistance Program

Please submit your resume and cover letter to **amy@dga-national.org** with *"Grants Compliance Manager & Financial Reporting Lead"* in the subject line.