

Golden LEAF Foundation

Food Distribution Assistance Program Associate

Position Description

The primary responsibility of the Food Distribution Assistance Program Associate is to support implementation of the Food Distribution Assistance Program. This includes implementing the process for reviewing applications and developing recommendations for awards, monitoring recipients, managing compliance, and participating in outreach and engagement efforts for the programs. This position reports to the Vice President/Chief of Staff. This position collaborates with other positions dedicated to the Food Distribution Assistance Program. Golden LEAF anticipates at least one and possibly two other positions dedicated to the program.

Functions performed by the Program Associate include the following as well as other related duties as assigned:

Review and Analysis of Applications

- Reviewing and analyzing grant applications, including conducting due diligence, visiting project sites, preparing recommendations for discussion with staff, and collaborating with staff to formulate recommendations for funding.
- Evaluating applications for alignment with program guidelines and priorities.

Compliance and Monitoring

Perform the duties described in the Foundation's Grant Monitoring Policy, or any supplemental guidance, for grants. The Food Distribution Assistance Program is supported with federal State Fiscal Recovery Funds that the State of North Carolina appropriated to Golden LEAF. This position will be required to comply with state and federal requirements that apply to these funds. These functions may be different from or in addition to the functions outlined below.

Duties include:

- Working with new grantees to finalize budgets, outcomes, activities against which project progress will be measured, and other grant requirements.
- Reviewing grantee progress reports, disbursement requests, and financial reports, analyzing the information presented, following up on missing items, identifying and addressing questions or concerns, and conducting site visits as warranted.
- Reviewing project budgets, comparing reported expenditures to approved budget line items, and identifying and reviewing appropriate documentation necessary to verify reported expenditures, including purchase orders and invoices.
- Identifying and reviewing appropriate supporting documentation to verify grantee programmatic outcomes.
- Completing written analyses of reports and materials received from grantees.
- Making recommendations regarding payment of grantee disbursement requests and acceptance of grantee reports.
- Identifying instances of grantee non-compliance and making recommendations for appropriate corrective action.
- Serving as a resource for grantees with questions regarding Golden LEAF grant administration policies and procedures.
- Scheduling and performing site visits.