**Non-Federal Match Coordinator**

Alta Head Start is seeking a Non-Federal Match Coordinator to be responsible for assuring that Alta meets its Non-Federal Match requirements for any federal grant, such as for the Head Start/Early Head Start Program and federal start-up funds. Candidates should have an understanding of The Head Start Act Section 640(b) and administrative requirements as codified in 45 CFR § 75.306 related to Non-Federal Match (NFS) requirements and demonstrate knowledge and Understanding of Uniform Guidance, as it relates to determining costs that are reasonable, necessary, allowable, and allocable and meet the cost principles for non-federal match.

**Specific Job Duties**

* Coordinate the development and implementation of a protocol for staff expectations related to promoting and securing NFM.
* Assure staff at all levels are trained to understand the purpose and importance of NFM and are aware of their role in meeting NFM expectations.
* Fully implement a tracking, monitoring and reporting system that accurately reflects progress toward goals, staff/classroom compliance and sources of NFM and their ratio to budgeted/expected levels.
* Work closely with HS Director, Managers and Supervisors in conveying progress, success and areas of concern.
* Provide regular monitoring and compliance reports to CEO, HS Director and Board, as requested.
* Collect all NFM documents, review for accuracy, allowability and submit to the fiscal department for batching.
* Continually seek out and secure new or expanded sources of NFM that are reasonable, necessary, allowable, and allocable.
* Monitor budgeted sources of NFM and assist in assuring that those projected sources and amounts meet projections.
* Work with HS Director, CFO and CEO in developing NFM models and budgets for new grants with NFM expectations.
* Assist in communication and promotion of Alta services and programs to the community through presentations, written communications, social media, etc., as requested by the CEO or his/her designee.

**Specific Essential Conditions of Employment**

* Primarily in an office environment. Will be expected to travel as needed to company locations, community organizations, vendors, as well as to occasional conferences or trainings, sometimes overnight.
* Periodic weekend or evening work is expected.
* Must be able to pass BCI/FBI background check, Sex Offender Registry Search, and Statewide Child Abuse/Neglect Registry Search, in accordance with ODJFS Licensing regulations and Head Start Performance Standards.
* Must be able to pass medical examination in accordance with Ohio Department of Jobs and Family regulations.
* Must be able to provide documentation of being free from communicable tuberculosis.
* Ability to provide own transportation to work and community sites.
* If driving own vehicle during Alta business, current auto liability insurance to minimum limits required by the State of Ohio.
* Valid Ohio Drivers License.
* Legally eligible to work in the United States.
* Absence of past criminal activity which would bring into question professional and personal integrity as it applies to position responsibilities.
* Ability to handle stress created by work demands, or personnel conflicts without diminished effectiveness in cognitive functioning.

**Minimum Qualifications**

* The NFS Coordinator should have at minimum a High School Diploma.
* Previous Head Start experience and/or experience in a company with non-federal match requirements.
* Past experience in the development and delivery of effective professional presentations.

**Desired Qualifications**

* Bachelors Degree and/or previous experience with and knowledge of federal regulations for NFM, Uniform Guidance or 45 CFR.
* Previous experience tracking/monitoring/generating Non-Federal Match.
* Skilled in innovative project development with the ability to follow through on program implementation
* Understand the function of multiple systems within Head Start operations
* Commitment to working as a team with diverse groups of people

Alta Head Start is an Equal Opportunity Employer

www.altaheadstart.org