



Job Title: Grants and Compliance Manager
Employment Status: Salaried, Exempt
Reports to: Director, Development

Date Completed: March, 2023

Job Summary:

The Grants and Compliance Manager will take lead responsibility for the identification, cultivation, writing and management of all new and existing government grants. This position will analyze, interpret and apply policies, rules and regulations in compliance with all grant requirements. This role will ensure contract compliance requirements are met, will serve as the expert on grant compliance and will act as internal liaison to program staff in their roles as they relate to developing and implementing processes to ensure grant compliance.

Essential Duties and Responsibilities include the following; other duties may be assigned.

1. Identify, research, and evaluate potential sources of support through grant maker databases and directories, government agency and professional fundraising publications, web research and networking.
2. Prepare and write publicly funded grants and grant-related reports; establishing the timeline and required elements of each proposal, ensuring that all deadlines are met, and assuming final full preparation and submission of the grant.
3. Provide management of relationships with program officers of government funders.
4. Ability to work with all departments in a positive and professional way to develop grant proposals and fulfill reporting requirement.
5. Experience preparing budgets and creating programs in partnership with other departments.
6. Work closely with the finance department to manage and reconcile grant spending and reporting.
7. Experience reporting out of accounting and/or grant tracking systems.
8. Support Development Department in meeting established fundraising goals each fiscal year.
9. Commitment to the mission, vision and values of Habitat for Humanity-MidOhio.
10. Provide compliance oversight to other departments to ensure grant/funder requirements.
11. Must be able to work independently.

Job Requirements:

- Bachelor's degree.
- 3 to 5 years working in the grant writing and grant management field.
- Experience writing and managing government grants, preferably HOME and CDBG.
- Strong computer skills: MS Word and Excel required.
- Excellent interpersonal and prolific written communication skills.
- Excellent organizational skills and attention to detail.

Please send resume to: jkeller@habitatmidohio.org

Habitat for Humanity-MidOhio is committed to building and retaining a diverse workforce. We strongly encourage qualified candidates of diverse backgrounds to apply. We believe the inclusion and amplification of our differences create a more effective workplace and a more compassionate world.

EQUAL EMPLOYMENT OPPORTUNITY

All qualified applicants will receive consideration for employment without regard to national origin, race, color, religion, age, sex, sexual orientation, marital status, individuals with disabilities, and equally to disabled veterans and veterans of the Vietnam Era.