



PO Box 1003., Lafayette CO 80026
303-447-3787

Grants Manager and Development Associate

Overview

Job Title: Grants Manger and Development Associate
Reports to: Assistant Executive Director
FSLA Status: Exempt
Pay Range: \$43,000 - \$48,000 per year
Job Location: Broomfield, CO; hybrid or remote
Benefits: 401K, Health, Dental and Vision, generous PTO

Apply to lstaniforth@flatironshabitat.org

Mission: To manage grant and information systems for the development department of Flatirons Habitat for Humanity

Major Responsibilities: Research and write grants, reporting, database management, and donor stewardship

Essential Duties and Responsibilities: (Other duties may be assigned)

Grant writing, research, and reporting:

- Writes and submits grant applications on behalf of the affiliate's programs.
- Maintains grants and reporting calendar, ensuring accurate and timely preparation of grant submission and reporting.
- Responsible for compiling and maintaining all needed materials for grantors.
- Collaborates with other departments for ensuring grant budgets and expenditure targets are met, tracking homeowner statistics and demographics, and other key needs for grant management.

Database management:

- Accurately enter all gifts and constituent updates into donor database, Salesforce.
- Generate database reports as needed.

Donor stewardship:

- Send gift acknowledgement letters to donors in a timely manner.
- Collaborate with team for special recognition as needed.

Basic Position Requirements:

- **Education and/or Experience:** High school diploma, 1-3 years working with a non-profit or related field.
- **Language Skills:** Excellent written and oral skills are a must. Ability to speak Spanish is a plus.
- **Computer Skills:** Ability to work with databases and Microsoft Office suite.

Other Desired Skills or Requirements:

- **Reasoning Ability:** Strong attention to detail and organization abilities, ability to work with highly confidential information, ability to multi-task and prioritize work load, and able to work under tight deadlines.
- **Other Skills and Abilities:** Ability to work independently. Must be able to listen to and understand donors' requests, and meet those needs.
- **Physical Demands:** Occasional work with events that may require moving items less than 50 pounds. Requires prolonged sitting and computer work.
- **Support of the Habitat for Humanity Mission:** Candidate must be able to demonstrate a commitment to the philosophy of Habitat for Humanity in building homes in partnership with the homeowner and with volunteers. Support the affiliate's Mission and governance policy

Flatirons Habitat for Humanity is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.