



POSITION DESCRIPTION
www.habitatmetrodenver.org

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| Title: Director of Government Grants & Compliance | Employment Status: Full-time |
| Department: Community & Government Partnerships | FLSA Status: Exempt |
| Reports to: Sr Vice President of Community & Government Partnerships | Supervises: Grant Department Staff and Volunteers |

March 2023

Who You Are:

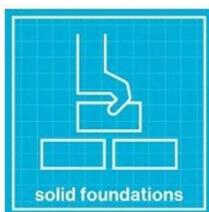
You're someone who individuals can depend on, but you can also rally a team when needed. You know the intricacies of grants and enjoy facing unique challenges every day. You're inquisitive and enjoy diving into finer details and making sure data and information is accurate. You're looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. People often comment how you're organized, thorough, compassionate, and full of great ideas. You know in your heart it's time to find an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

Who We Are:

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all. To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our 43-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

How We Succeed Together:

Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



Solid Foundations - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

Innovative Design - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

Open Doors - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

Clear Windows - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

Supportive Structures - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

GENERAL DESCRIPTION:

The Government Grants & Compliance Director serves as primary lead of the government grants portfolio for Habitat Metro Denver. In addition to managing current funding opportunities the Director leads the organization in identifying viable new government grants and coordinating efforts to build the current government grants portfolio. Government grants are a key support for all Habitat programs and housing product development, including new construction, renovations, and repairs, ReStore operations and Construction Support Warehouse. The Director is responsible for working cross-departmentally on a collaborative basis to direct and oversee all aspects of Habitat Metro Denver's government grants acquisition and administration, from grant research and funder outreach through final grant closeout and long-term compliance. A significant responsibility of this position will be oversight of government grant compliance across the organization.

The following reflects the organization's definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

CORE RESPONSIBILITIES:

Grant Planning

- Working with the Sr VP, develop a fiscal year government grants funding strategy on an annual basis, updating as project schedules may require.
- Coordinate with the Sr VP to develop and maintain a FY annual government grants planning calendar. Develop preliminary grants plans up to 24-36 months out.

Grant Research and Outreach

- Stay abreast of changes in the local real estate market and government housing laws & funding policies (federal, state and local levels), and assist the affiliate in the development of adaptive funding strategies.
- Collect and maintain up-to-date research on potential government grant-making entities and grant opportunities.
- Develop and maintain quality working relationships with local, state, and national government funding staff.

- Discuss future or potential projects with appropriate government funding staff to determine eligibility, available funding, application deadlines and process, new requirements, or regulations.

Grant Applications

- Participate in and oversee the preparation and submittal of government grant applications, coordinating with pertinent affiliate staff, including Program Managers, Accounting, and Administration, to collect information, communicate deadlines, and work collaboratively on grant proposal writing and management.
- Track the status of grant applications; provide funders with any requested additional materials or underwriting information; present grant proposals to funding agencies, as may be required.
- Obtain the appropriate Administrative or Board approvals and signatures for all government grant applications, as required by HFHMD policy and procedures, or as otherwise required by funder policy.

Grant Contracting

- Coordinate the review and revision of government grant contracts by appropriate departments, including obtaining any necessary legal advice.
- Obtain the appropriate Administrative or Board approvals and signatures for all government grant contracts, as required by HFHMD policy and procedures, or as otherwise required by funder policy.
- Ensure that all impacted departments are provided with final, executed contracts, including a summary of applicable department-specific grant compliance requirements.

Grant Compliance

- Maintain a thorough knowledge and library of the various government grant restrictions and requirements and applicable funder policies and procedures.
- Educate all impacted departments on government grant requirements, restrictions, policies and procedures, timelines, etc.
- On a regular basis, review files of all impacted departments for grant compliance, working to ensure that the affiliate is audit-ready.
- Assist all impacted departments with compliance improvements, for example: creation or updating of policies & procedures, checklists and forms, tracking and reporting mechanisms, etc.

Grant Reimbursements

- Manage the assembly and timely submittal of grant reimbursement requests, ensuring only eligible expenses are included, required documentation is complete and accurate, and packages are assembled per funder requirements.
- Supervise the development and maintenance of methods of effectively and accurately tracking project expenses against grant reimbursements, coordinating with accounting as needed.

Grant Reporting

- Coordinate the collection and maintenance of government grant-related information and documentation across departments.
- Ensure timely and accurate submittal of all funder-required reports.
- Create periodic reports as needed to affiliate Administration, Board and internal staff on the status of government grant funding and compliance.

GENERAL FUNCTIONS

- Oversee the development and maintenance of accurate files (including electronic database records) and tracking methods for all aspects of government grants: planning, research/outreach, applications, funder communications, awards, contracts, draw requests, reporting, compliance and grant closeout.

- Develop and maintain policies and procedures for the Government Grants office. Support the development and maintenance of government grant-related P&P across the affiliate.
- Recruit, train and supervise multiple support staff and office volunteers.
- Assist in the development and management of the CGP Department's annual budget.
- Other tasks and duties as may be assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Self-starter able to work independently with minimal supervision.
- Excellent written and verbal communication skills.
- Excellent reading and comprehension skills (ability to read and interpret government regulations and contracts).
- Effective analytical and problem-solving skills.
- Able to effectively direct and supervise volunteers and support staff.
- Able to work cooperatively with internal staff across departments.
- Able to develop and maintain good working relationships with external funders.
- Proficiency with general office equipment and Windows-based personal computer.
- Skillful with Microsoft Office Suite, the internet, databases, project management software, and financial applications.
- Strong proficiency in developing effective and efficient processes and systems.
- Thorough, organized and detail-oriented approach to work.
- Ability to manage multiple projects simultaneously and employ good judgment in identifying priorities and meeting deadlines.
- Ability to think strategically and creatively and work well under pressure, with strong project management skills.
- Ability to use discretion and maintain integrity and professionalism.
- Demonstrate energy and passion for Habitat's mission and values in all aspects of the job.

EXPERIENCE:

- Minimum 5 years' experience in government grants administration, or equivalent combination of experience, education and training.
- 3-5 years' specific knowledge and experience with HOME, CDBG, NSP and SHOP grants highly desired.
- 2+ years of supervisory experience (staff and/or volunteers).

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- This position will require sitting or standing at a desk for most of the day and the ability to type.
- Throughout the day, employee will move around the office building to perform various tasks and access files.
- This position requires that the individual be on the telephone and at a computer for extended periods of time.
- **Proof of COVID-19 vaccination is required for employment.** *Habitat for Humanity of Metro Denver requires employees to be fully vaccinated against COVID-19, where allowable under the law, unless they are approved for a reasonable accommodation based on disability, medical condition, or religious belief that prevents them from being vaccinated.*

WORK ENVIRONMENT & CONDITIONS:

- Hybrid work model (minimum 2 days/week at a Habitat location, with ability to work from home the other days) During the first 6-9 months of employment additional days in the office will be required

to build critical interpersonal connections and strengthen the communications team's vision, strategy, and cohesiveness.

- Some work conducted off site at other agencies.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- A Motor Vehicle Report (MVR) will be run for insurance purposes.
- Valid driver's license and ability to be insured under the company's insurance policy is a prerequisite.

The expected starting salary range for this position is \$78,000 - \$90,000, with consideration given for applicable education and experience above the minimum requirements. The full salary range for this position is \$72,100 - \$100,900.

Benefits available include medical, dental and vision insurance options; 401k savings match; paid Life Insurance and AD&D policy; Short and Long-Term Disability Insurance; Paid Time Off for vacation, sick, holidays, floating holidays, Healthy Families Workplace Act (HFWA) Leave; Parental Leave and paid time to volunteer.

Please apply by copying and pasting the following link in your browser:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=18663&clientkey=9F05EDCA5A4F338D08503989FA9B94C0>

Or visit our **Careers Page**:

<https://habitatmetrodenver.org/about/careers/>



At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.