



POSITION DESCRIPTION

www.habitatmetrodenver.org

Title: Grant Coordinator	Employment Status: Full-Time
Department: Grants and Compliance	FLSA Status: Exempt
Reports to: Chief Development Officer (Interim)	Supervises: Volunteers

APRIL, 2024

Who You Are:

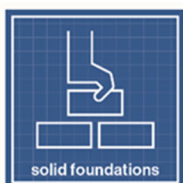
You're someone who people can rely on and you're always there when they need a helping hand. You take great pride and ownership in your work and prefer to see things through to completion. Organizing raw data and independently making connections is right in your wheelhouse. But you also understand that input from various departments is critical to success. You love challenges, pivoting when required and enjoy managing multiple projects in various stages. People often comment that you have a knack for numbers, how organized you are, and stay clear-headed under pressure. 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. 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 bring 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 one of the top ten producers in the Habitat U.S. network nationwide.

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:

Habitat Metro Denver's Grant Coordinator will provide turnkey management of assigned government funding efforts which include, but is not limited to, development and coordination of grant applications, award contracting, compliance, reporting and monitoring, draw requests, record keeping, and department support.

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:

- Demonstrate energy and passion for Habitat's mission and Cultural Blueprint's values in all aspects of the position.
- Serve as primary point of contact, project manager, and ally for specific government donors and awarded grants with a key focus on strengthening Habitat's outreach, partnership, and leadership.
- Fulfill the role of content expert on housing-related government grant funding programs.
- Research government funding opportunities through all available outlets; attends pre-application conferences for grant programs.
- Convene, coordinate, and provide leadership to Habitat program, administrative, and management teams who contribute to applications.
- In addition to new build programs, participate in new program planning and expanding government grant opportunities to align with Habitat's needs; i.e., housing renovation, aging in place, etc.
- Manage and assemble information/data collection, content development and writing to meet submission deadlines with complete and accurate applications.
- Negotiate the terms of funding awards, including consultation with outside legal assistance as needed.
- Coordinate contract approvals and execution.
- Develop and maintain files on grants and all associated documentation required by and in compliance with grants.
- Create, maintain, and continually improve the grant tracking system to ensure timely preparation of grant files, implementation of grant requirements and grant processing, and receipt of administrative fees.
- Compile necessary information and statistics for all reports, change negotiation, reimbursement submittals, monitoring visits, and future applications.
- Create, maintain, and submit reports for internal and external stakeholders as required.
- Review documentation for completeness and compliance.
- Oversee and perform duties associated with grant reimbursements.

- Manage draw requests, including reviewing and processing invoices, entering requisition documents and correct coding.
- Ensure financial accuracy through identifying eligible and ineligible expenditures.
- Provide direction to volunteers to gather appropriate invoices and payment to support draw requests; perform duties as needed if volunteers are unavailable.
- Independently determine solutions to problems and make recommendations.
- Assist with other activities of Grants and Compliance department as needed.

KNOWLEDGE & SKILLS

Required

- A strong belief in the mission of Habitat for Humanity and in the people and neighborhoods with whom we partner.
- Strong mathematics and statistical skills.
- Ability to independently seek solutions, but also work well in a team-based environment.
- Clear and concise communication skills; oral and technical writing.
- Strong collaboration skills to coordinate across teams and departments.
- Ability to work independently and appropriately prioritize workload to meet schedules and deadlines.
- An excellent attention to detail with the ability to write, proofread and self-edit content.
- An inquisitive nature to acquire and assemble information and data that isn't always readily available.
- Ability to maintain confidentiality of position.

Preferred

- A passion for fundraising and the confidence to take full ownership of the grant process.
- Experience in research and analysis of demographic information; including census data.
- The ability to successfully project manage in a multi project, non-linear environment that requires a flexible and adaptive approach to meeting milestones and deadlines; that often have inherent uncertainties.

Highly Desirable

- A continuously expanding knowledge of HUD funding programs such as HOME, CDBG, NSP, SHOP or similar.
- A solid understanding of federal cross-cutting compliance requirements.
- A working knowledge of real estate development and construction processes.

EXPERIENCE

- 4 years of successful grant writing and coordination, or progressive experience with similar responsibilities (i.e. management, project management, highly regulated sector, contract negotiation, or finance)
- Housing development experience with HOME, CDBG, NSP, SHOP or similar government grants preferred.
- Experience coordinating multiple grants in various stages of the grant cycle (upward to \$2M annually) simultaneously highly valued.
- Full proficiency in the MS365 Suite, especially Excel.
- Raiser's Edge or similar database proficiency, preferred.
- Experience working with, and overseeing, volunteers a plus.

WORK ENVIRONMENT & CONDITIONS, PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB

- Most work performed indoors in an office or meeting setting.
- Able to lift and carry up to 25 pounds when necessary.

- Ability to work at a computer for extended periods of time.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- Valid driver's license and ability to be insured under the company's insurance policy is prerequisite; driving is required. A Motor Vehicle Report (MVR) will be run for insurance purposes.
- Shared office environment with ability to work remotely.
- 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.
- Proof of COVID-19 vaccination is currently NOT required for employment.

The projected starting salary range for this position is: \$55,400 - \$65,400 with consideration given for applicable education and/or experience above the minimum requirements. **The full salary range** for this position is: \$55,400 - \$75,400.

Benefits available include medical, dental and vision insurance options; 401k with employer match; Paid time off for vacation, sick, holidays, floating holidays; and parental leave; short and long-term disability; Healthy Families and Workplaces Act (HFWA) Leave; Paid Parental Leave (PFML); 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=73459&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.