



**Job Description:**  
**Grants and Loans Manager I**  
**Grants and Loans Manager II**

Date:	August 2024
Reports to:	Director of Grants and Loans
FLSA Status:	Exempt
Travel:	15%
Salary and Benefits:	The expected starting annual salary range for Grant and Loans Manager is \$58,000 - \$75,000 depending on the level of hire with consideration given for applicable education and experience. Habitat for Humanity of Colorado offers a competitive benefits package that includes health and dental coverage, simple IRA matching contributions, sick leave, and generous paid vacation and holidays.
Location:	In-person at Habitat for Humanity of Colorado's office.

## **I. Organization Description**

Habitat for Humanity of Colorado (HFHC) is a 501(c)(3) non-profit corporation affiliated with Habitat for Humanity International. Habitat for Humanity of Colorado supports access to affordable housing, with a focus on homeownership, by providing programs and services to Habitat Affiliates that are designed to increase their capabilities to serve more households through: *Advocacy, Training and Technical Assistance, Resource Development and Financing and Disaster Preparedness and Response.*

HFHC is a small organization focused on adding value to the Habitat mission through innovation and service. Our culture is casual, collaborative, creative, and highly team oriented.

## **II. Job Summary**

A key role of Habitat for Humanity of Colorado (HFHC) is the acquisition and distribution of grant and loan funding to Habitat affiliates, much of which comes from government sources and financial institutions. This key team member will work closely with the Director of Grants and Loans to manage the annual distribution of between \$10 - 20 million to Habitat for Humanity affiliates throughout the state of Colorado. The Grants and Loans Manager will manage the administration of funding through overseeing submission from grantees (affiliates), coordinating loan sales to banking partners, stewarding relationships with funders, ensuring grant compliance and reporting, and providing technical assistance and training to affiliate recipients. As with all HFHC positions, this role will maintain positive relationships with Habitat for Humanity affiliates, funders, and other stakeholders by reflecting exemplary culture

of service.

### III. Essential Duties

- **Program Management:** With the Director of Grants and Loans, administer a portfolio of funding to grantees (affiliates) that adhere to organizational objectives; strategize, develop and implement program guidelines; provide training and technical assistance.
- **Ensure compliance with funding requirements:** Develop and maintain comprehensive understanding of all funding streams; effectively communicate requirements and deadlines to affiliates; provide training and technical support to affiliates; review affiliate funding requests for completeness, eligibility, and compliance with requirements; conduct research into compliance issues as they arise.
- **Effectively communicate the availability of funds:** Work with Grants & Loans team and Development team to publicize funding opportunities to affiliates; communicate regularly with funding recipients to ensure timely expenditure of funds; periodically report to affiliates on progress of funds expenditure and availability of remaining funds.
- **Track, monitor, and report:** Track deadlines for all funding sources; maintain accurate and current grant and loan data; maintain relevant electronic and paper records; assess opportunities to enhance funds management procedures by streamlining and automating processes to improve workflow and efficiency; prepare reports to funders as needed; assist with gathering documents and information for annual audit.

### IV. Skills, Knowledge, and Abilities

- Strong commitment to Habitat for Humanity of Colorado's mission and values
- Highly developed organizational skills and meticulous attention to detail
- Strong verbal and written communication skills with ability to tailor complex messages for different audiences
- Proven experience coordinating or managing grants programs
- Self-motivated, ability to work independently, handle concurrent tasks, and prioritize workload appropriately
- Strategic and creative thinker with excellent problem-solving skills
- Capacity to work under tight deadlines
- Ability to maintain a high level of confidentiality

### V. Education, Experience, and General Requirements

- Bachelor's degree with a minimum of 5 years of experience in program management with an emphasis in funding administration or the equivalent combination of education and experience
- Highly proficient in Microsoft Office programs including Word, Excel, and PowerPoint
- Experience with providing training and technical assistance both in-person and online

- Experience managing programs with non-profits or government preferred
- Experience managing state and federally funding a plus
- Experience with real estate, title work, mortgage underwriting, mortgage origination or mortgage closings a plus
- Experience with affordable housing a plus

## **VI. Physical Requirements and Working Conditions**

- This position will require sitting at a computer for extended periods of time and the ability to type and talk on the phone. Throughout the day, employee will move around the office to perform various tasks. Must be able to lift up to 15 pounds from time to time.
- The position will primarily be located indoors at the Habitat office, a climate-controlled space with frequent personal interactions. The employee should be prepared to attend meetings and other events at locations other than Habitat's office location, with periodic travel; evening and weekend work may be required at times.
- Must have valid Driver's License

## **VII. Salary and Benefits**

The expected starting annual salary range for Grants and Loans Manager I or II is between \$58,000-75,000 with consideration given for applicable education and experience. Habitat for Humanity of Colorado offers a competitive benefits package that includes health and dental coverage, simple IRA matching contributions, sick leave, and generous paid vacation and holidays.

*Disclaimer: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*Habitat for Humanity of Colorado is dedicated to the principles of equal employment opportunity and prohibits unlawful discrimination and harassment on the basis of age, race, sex, color, religion, creed, national origin or ancestry, disability, marital status, military status, genetic information, sexual orientation, gender identity/variance, or any other status protected by applicable federal, state or local law.*

To apply please email cover letter and resume to [jennifer@habitatcolorado.org](mailto:jennifer@habitatcolorado.org).

Please no phone calls.