

Position Title: Grant Administrator
Department: Housing Services
Reports To: Director of Housing Services

Overview: The Grant Administrator is responsible for overseeing related activities before, during, and after the grant awards process, as well as internally monitoring grant compliance. He or she facilitates the Housing Services grant-making operations through all phases of the administrative process, ensuring policies and procedures are in alignment with program regulations, and delivery of services is consistent with requirements. Key functions include the establishment and continuous organizational oversight of contracts, fiscal monitoring of eligible expenses and budget tracking, as well as careful examination of the impact of those processes over time, ensuring financial and data integrity, timely submissions, and regulatory compliance.

Key Functions:

- Understand all compliance regulatory requirements surrounding grant projects, including the continuous updating of policies and procedures both in the delivery of services and finance;
- Provide extensive administrative support to the Housing Services Director entailing the day to day operations of grant facilitation, as well as collaborative work with the Grants Manager and Accounting department;
- Take the lead in ensuring the accuracy and completeness of organizing grant records – to include uploading, purging, maintaining, and archiving electronic and paper files;
- Write grant applications per the release of funding availability announcements;
- Submit reporting requirements; maintaining supportive documents and electronic records;
- Serve as primary point of contact for funders;
- Analyze and track grant spending to ensure compliance, enrollment monitoring, multi-million dollar program budgets, performance, and reporting protocol; and
- Must understand financial record keeping as related to government grants.

Minimum Qualifications:

- Bachelor's degree in Business Administration, Nonprofit Management, Systems Analytics, or Finance/Accounting related field required.
- Proficiency in technical grant writing and application submission platforms.
- 5-7 years overall experience both with fiscal grant administration and nonprofit organizations.
- 3-5 years of experience with government funded housing/homeless assistance programs.
- 3-5 years of experience with nonprofit development and budget management.
- Proficiency in Word, Excel, Outlook, Powerpoint.
- Advanced knowledge of HMIS Clarity BitFocus, SAGE repository, and other reporting platforms.
- Knowledge of programmatic and federal registrar compliance in the delivery of VA, HUD, Continuum of Care, and Coordinated Entry systems and grant facilitation.
- Exceptional communication and organizational skills both in admin as well as electronic.
- Must have the ability to track and analyze financial trends and program data.
- Ability to adjust to rapidly changing tasks, as well as ability to work independently with timely completion with minimal oversight.

Position Level: Full Time (37.5 hours per week). Paid vacation, holidays, and personal time

To apply: Email resume and cover letter to jobs.acc@acc.cdom.org