

**Habitat for Humanity of St. Augustine/St. Johns County**  
**Grants Manager Job Description**

The Grants Manager is responsible for coordinating the organization's efforts to secure government grants and other funding from corporations, trust, foundations and government entities and programs. This role involves identifying and researching grant opportunities, managing the grant application process, writing and/or editing proposals, and overseeing the reporting requirements to ensure compliance and demonstrating impact. The person will work closely with the executive, programs, construction, marketing, finance, and development teams, as needed, to gather necessary information and align grant-seeking efforts with the organization's strategic goals and programmatic needs. Additionally, this person will dedicate a portion of time toward emersion in and auxiliary support to the operations of the Programs and Construction departments.

**Please send resume and cover letter to Carolina Morrow at**

Programdirector@habitatstjohns.org

**PRIMARY DUTIES AND RESPONSIBILITIES**

- Serve as the organizational lead for all grants management, guiding the strategic identification, application, and administration of grant opportunities in alignment with mission and priorities.
- Conduct comprehensive research into grant opportunities and develop a tracking database for opportunities, deadlines, and criteria while working with COO to determine best fit opportunities for the affiliate.
- Draft of grant proposals, collaborating with CEO & COO and relevant departments to ensure applications are compelling, data-driven, advocacy-centric and true to the strategic goals and fiscal needs of each program.
- Oversee grant reporting and compliance procedures, financial tracking, and performance analysis. This includes progress and annual reporting as required, as well as measurement of progress toward deliverables.
- Act as the main point of contact for all grant related deliverables and activities and cultivate cross-departmental collaboration by employing clear communication of needs and objectives.
- Provide training and support to relevant affiliate staff on grant processes and compliance and assist in the development of tools for ongoing data tracking and maintenance for reporting purposes.

- Produce cashflow projections and other reports to integrate grant funding into the organization's annual budget and strategic plans, emphasizing the use of data for decision-making and planning.
- Utilize data analytics to identify funding trends, assess opportunities and challenges, and advise on aligning grant-seeking efforts with organizational strategies and programmatic initiatives.
- Manage government grant portfolio across Program Services and Construction activities and ensure compliance and effective reporting, with an emphasis on leveraging funds.
- Undertake additional responsibilities as needed, with a focus on leveraging data analysis to support organizational goals and improve grant and funding management processes.

## REQUIREMENTS

- Demonstrates understanding of the relationships between racial disparities in housing and social services.
- Solid organizational, time management and multi-tasking skills with a strong attention to detail.
- Strong writing skills and strong data analysis/ Microsoft Excel skills. (a writing sample may be requested).
- Technology competent with the ability to learn new methods, programs and tools.
- Confident working as part of a team and/or independently toward mutual goals.
- Able to address and prioritize complex issues to achieve high quality results. This includes the ability to gather, interpret and utilize relevant data to advise strategy development and make decisions.
- Dedicated to shared and measurable goals for the common good, creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
  - Develops and maintains strategic relationships with stakeholders both internal and external, including staff, board, grant administrators, local government and elected officials.
  - Champions and facilitates change to ensure long-term community sustainability. Adapts with agility to changing needs while maintaining positive relationships with all constituents, internal and external.

- High energy level with a strong sense of initiative, creative problem-solving, flexibility, discretion, and presentation skills as well as the ability to model and teach such behaviors to the team where needed.
- Ability to handle multiple, often conflicting responsibilities, deadlines, and tasks simultaneously.
- Strong communication skills in oral, written, proofreading, editing, and presentation.
- Strong interpersonal skills with an ability to relate and communicate to and about diverse audiences.
- Strong organizational skills: ability to set priorities and work on multiple projects simultaneously.
- Computer skills required: Microsoft 365 programs.

#### EDUCATION

- Bachelor's degree and experience in relevant field.

#### EXPERIENCE

- Minimum of three years of experience in grant writing and management, with a preference for experience with government grants. Experience with affordable housing, or community development is also a plus.
- Experience working in a collaborative environment with a strong emphasis on strategy and tactics.
- Experience working under simultaneous and competitive deadlines.

#### DRIVERS LICENSE

- A valid driver's license, reliable transportation, and willingness to travel as needed are required.
- Employment contingent upon completion of successful background check and sex offender registry.

