



### Position Description

**JOB TITLE:** GRANTS MANAGER  
(Salary Range \$60,000 - \$75,000)

**REPORTS TO:** EXECUTIVE DIRECTOR

**DEPT/DIVISION:** HOUSING CHOICE VOUCHER

**FSLA STATUS:** NON-EXEMPT

### POSITION SUMMARY:

Under the general direction of the Executive Director, this employee is responsible for performing a variety of tasks as they relate to HCV and grant management. This employee will be responsible for managing the HCV Manager, HCV specialists, Port Specialist, Housing Liaison, Inspector and Inspector/Scheduler.

### Major Duties and Responsibilities

1. Work closely with the executive director and finance director to ensure grant activities align with the organization's mission and goals.
2. Responsible for staying updated on grant policies and regulations and providing training and guidance to staff members involved in the grant processes.
3. Building relationships with potential funders and maintaining relations with existing funders.
4. Identifying grant opportunities, ensuring that the organization meets grant requirement, writing or overseeing the writing of proposals, submitting applications, managing awarded grants, and completely necessary reports to ensure compliance.
5. Research and investigate new or improved business and management practices for application to Housing programs and operations. Review HUD information and policies. Assist with implementing new procedures. Ensuring that all changes in programs and outcomes are well documented.

*"We're Building Something Better"*

6. Identify program needs based on data collected, identify data required for use in the Management and direction of programs,
7. Maintain detailed records of all grant data.
8. Provide regular updates to executive director regarding grant activities

*"We're Building Something Better"*