



GRANTS MANAGER

Passaic County Habitat for Humanity (PCHFH) is part of a global, nonprofit housing organization whose mission is to put God's love into action by building homes, communities, and hope. Our vision is an equitable Greater Paterson region where all people have access to the transformational power of safe, stable, affordable housing.

Reporting to the Director of Development, the Grants Manager will be responsible for all grants related activity, including but not limited to securing government, corporate, and foundation grants, insuring grant compliance is met, preparing grant drawdowns, and filing required reports. The Grants Manager will collaborate with the rest of the Development department to increase grant revenue for the organization.

Classification: Salary - Exempt
Status: Full time
Supervisor: Director of Development
Salary Range: \$65,000 - \$75,000
Location: Hybrid - Office and Remote

Responsibilities

- Serve as the primary contact for all grant-related activities.
- Researching and identifying public, private, and corporate funding opportunities and evaluating appropriateness for the organization.
- Responsibilities will also include developing grant proposals, including local, county, state, and federal government (HOME, CDBG, Affordable Housing Trust Fund, Neighborhood Revitalization Tax Credit, etc.), corporate, and foundation applications, assembling all pertinent grant material packages for final submission, coordinating the completion and submission of related reports and updates for awarded funds.
- Maintaining a grants management database within Salesforce, ensuring that all funding contracts, actions, and all related information are entered and updated in the system.
- Act as primary grant manager on various contracts and awards, ensuring deliverables are met, and Passaic County Habitat for Humanity complies with funder expectations.
- Work with accounting and program staff to ensure an accurate, timely, and efficient process for the entire grant cycle from proposal to close, including management, tracking payments, internal/external reporting, and overall grant monitoring.
- Prepare grant drawdowns in cooperation with the finance, community development, and construction departments.
- Assist in annual budgeting and financial modeling of program growth and budgetary impacts. Maintain annual budget projections vs actuals and raise concerns regarding budget shortfalls as they arise.
- Assist Finance Department in preparing grant related materials for the annual fiscal year audit.

Qualifications

- 3-5 years' experience with professional grants and/or development program
- College degree or equivalent experience required.
- Excellent organizational skills and attention to detail as well as excellent oral and written communication skills.
- Proficiency in Microsoft Office applications, with an emphasis on Excel. Experience with Salesforce is preferred.
- Ability to self-start and work effectively under deadlines with limited supervision.
- High standards of excellence and a "*do whatever it takes to accomplish the job*" attitude.
- Ability to work both on broad-based strategy and on specific detailed assignments.
- Strong project management skills to facilitate the creation of strategies and action plans.
- Commitment to teamwork, accuracy, initiative, critical thinking, and constant improvement.
- Excellent problem-solving, analytical and organizational skills
- Must be highly organized and able to plan and implement strategies within a complex environment, manage goals, and coordinate contacts within a busy schedule of proposals and with many relationships.
- Must support the mission of Habitat for Humanity.