

POSITION DESCRIPTION

Mission

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

Compensation

\$55,000 per year

Benefits

- ✓ Health insurance
- ✓ Dental insurance
- ✓ Vision insurance
- ✓ Short- & long-term disability
- ✓ Life insurance
- ✓ Retirement plan
- ✓ Flexible paid time off
- ✓ Telecommuting options
- ✓ Book and movie clubs
- ✓ Wellness initiatives

Classification

Exempt

Reports to

Chief Operating Officer

Summary/Objective

The Government Grants Manager is responsible for developing and implementing strategies to secure and expand government funding in support of the mission and goals of Habitat for Humanity Greater Orlando & Osceola County. In addition, the Government Grants Manager is responsible for working cross departmentally on a collaborative basis to coordinate and manage all aspects of government funding from research and funder outreach to the completion of grant's and any associated compliance. This role is responsible for management of government funding compliance, communication, tracking, and reporting the data needed for ongoing funding with all pertinent departments, external partners, and the Habitat Orlando & Osceola leadership team.

Essential Functions

1. Research, identify and maximize funding from governmental sources and ensure organizational compliance.
2. Manage and inform appropriate staff of the government funding requirements to ensure successful program implementation for the organization prior to applying and after award.
3. Write and submit all local, state, and federal government proposals, craft clear project-specific budgets and innovative cases for support.
4. Manage activities to develop proposals; work interdepartmentally to develop timelines, compile information, and prepare and submit proposal packets.
5. Work with the Grants team to identify and develop strategies to optimize the grants administration process.
6. Prepare financial or budget plans and allocations.
7. Assist with negotiations and finalizations of awards.

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8. Interpret regulations and educate appropriate Habitat staff on required process and procedure to ensure affiliate compliance across departments.
9. Work with the appropriate team members to develop and implement infrastructure (technology, process, and systems) that supports efficient tracking, data, drawdown of funds and reporting.
10. Communicating and meeting external and internal deadlines.
11. Maintaining current records in Salesforce and other systems including grant tracking and reporting.
12. Represent the organization at internal and external meetings related to government grants, as well as prepare and present briefing and reports as necessary.
13. Prepare external agreements, subcontracts, and memorandums of understanding (MOUs) as necessary.
14. Support organization-wide metrics tracking to measure and improve efficiency and impact.
15. Build relationships with government partners to ensure Habitat's voice is present in affordable housing policy and procedure discussions.
16. Be aware and knowledgeable of the representatives in the affordable housing industry and closely follow the conversation at the local, state, and federal level to stay in tune with government funding priorities.

Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. Excellent writing skills with a history of success in writing public grants that secure awards
3. Ability to function effectively with a minimum of daily direction and support
4. Proficient in Microsoft Office Suite
5. Experience with basic financial management skills including developing and monitoring budgets and financial reporting
6. Excellent project management skills with experience in managing grant projects
7. Make decisions and solve problems independently and effectively
8. Possess thorough, organized, detail-oriented and accurate approach to work
9. Able to identify, evaluate, problem solve, and give direction regarding problem resolution for individual and department-wide issues independently and effectively
10. Multi-tasker with strong ability to work under pressure
11. Ability to lead interdepartmental collaboration
12. Ability to comprehend complex grant requirements and government regulations
13. Strategic thinking with ability to execute a plan
14. Proficient public speaking skills
15. Experience with manipulating data and a deep understanding of Excel software
16. Able to thrive in a collaborative and distributed work environment

Supervisory Responsibility

This position has no supervisory responsibility.

Work Environment

This job operates in a professional office environment or at various event sites. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position may require working in various weather conditions.

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Physical Demands

This position requires extended periods of sitting and standing.

Position Type/Expected Hours of Work

This is a full-time position, and office operation hours and days are Monday through Friday, 9 a.m. to 5 p.m.

Travel

Travel is primarily local during the business hours and mileage is reimbursed.

Required Education and Experience

Bachelor's Degree in English Nonprofit Management, Business Management, or related field
4 years of relevant experience including proven experience securing and complying with government grants contracts

Must exhibit strong fiscal responsibility requires credit check

Must obtain Anti-Money Laundering certificate within first 90 days: training provided by Habitat

Preferred Education and Experience

Experience with Microsoft Teams, Zoom, or other online meeting software

Knowledge of databases management, Salesforce preferred

Knowledge of data entry, reports and queries

Experience with HUD compliance

Experience with affordable housing organizations

Experience in public policy, public affairs, government relations, or project management

1-3 years of experience administering government grants for nonprofit organizations

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Office Location:

4116 Silver Star Rd. Orlando, FL 32808

To Apply:

Please send resume and cover letter to employment@habitorlandoosceola.org

All resumes will be reviewed upon receipt.

Habitat for Humanity Greater Orlando & Osceola County, Inc. is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

1/4/2022

POSITION DESCRIPTION

Habitat Greater Orlando & Osceola County Core Values

WE... leads our core values as WE are a team operating together. WE are the foundation that the core values are built upon; these values do not apply to or represent just one of us -- they apply to all of us. Only as a team will we succeed.

Deliberate

- Planful – You look forward and work not only on what is in front of you, but also what is on the horizon.
- Measured – You pay attention to the little details that make a big difference.
- Levelheaded – You do things the right way, even when it's not the easy option.

Honorable

- Candid – You point out issues, along with possible solutions.
- Transparent – You own your mistakes and learn from them.
- Trustworthy – You do what you say you are going to do.

Nimble

- Empowered – You accept the independence and responsibility to excel.
- Creative – You integrate process improvements and innovations into project enrichment.
- Flexible – You welcome opportunities to broaden your skill set and gain new perspective.

Optimistic

- Positive – You embrace opportunities to positively elevate others.
- Fun – You work hard...but have fun doing it.
- Playful – You incorporate a spirit of adventure and playfulness into your work when appropriate.

Tenacious

- Diligent – You are mindful about the details and show care and enthusiasm for big and small projects alike.
- Dedicated – You champion perseverance in all that you do.
- Driven – You make sure that the job gets done even when there are obstacles or tight deadlines.