



JOB DESCRIPTION

Title: Grants Associate	Employment Status: Full-Time
Department: Community & Government Partnerships	FLSA Status: Non-Exempt
Reports to: Government Grants & Compliance Manager	Supervises: Volunteers

GENERAL DESCRIPTION:

Working under the supervision of the Government Grants & Compliance Manager, and in coordination with other staff and volunteers, the Grants Associate supports HFHMD government grant funding and compliance efforts. The primary objective of this position is to **provide comprehensive administrative support** to the Government Grants workgroup as related to: government grant research, applications, contracting, reimbursements, reporting, and regulatory and contract compliance across the organization. As needed, the Government Grants Associate will recruit, train and supervise volunteers to help with workgroup efforts.

CORE RESPONSIBILITIES:

- Create, maintain and continually improve:
 - Physical and electronic grant records, files, checklists and spreadsheets
 - Grant records in accounting and donor databases
 - Database exports, queries, and reports
 - Associate-level process and procedure materials
- Prepare and submit accurate, complete and timely:
 - Grant expense reimbursement requests
 - Grant progress reporting
 - Grant compliance reporting
- Perform grant-related compliance work including, but not limited to, the following Government Grants Office requirements:
 - Partner Family income verifications
 - NEPA environmental review and clearance
- Support grant-related compliance work including, but not limited to, the following Organization-wide requirements:
 - Prevailing Wages (Davis-Bacon)
 - Section 3 and Minority business outreach
 - Contractor and materials procurement and contracting
 - Affirmative Marketing
 - Fair Housing
 - Section 504
 - Other Federal Cross-Cutting requirements
- Assist with the preparation and submittal of:
 - Government-funded grant or loan applications
 - As experience and capability grow, take full responsibility for some grant/loan applications
- Provide support with:
 - Written correspondence
 - Government-funded grant/loan research
 - Related regulatory research
- Provide energy and passion for Habitat’s mission, values and integrity in all aspects of the job
- Other duties as may be assigned

KNOWLEDGE, SKILLS, ABILITIES:

- Good-to-excellent written and oral communications skills
- Excellent organizational skills and attention to detail
- Good working knowledge of MS Office Suite products: Word, Excel, Outlook (Office365 and SharePoint highly desirable)
- Good working knowledge of the function and operation of standard office equipment such as phone, copier, scanner, fax machine, and the like
- Experience with database entry, queries and reports (Raiser's Edge, Acumatica or similar)
- Experience recruiting, training and supervising volunteers
- Demonstrated ability to build and maintain effective working relationships with colleagues, volunteers, and external partners
- Self-motivated team player, combined with ability to work independently with limited supervision
- Willing and able to handle concurrent tasks and make appropriate judgments and decisions
- Ability to maintain a high level of confidentiality
- General working knowledge of federal grants such as CDBG, HOME, NSP and/or SHOP a plus

EDUCATION, EXPERIENCE:

- Bachelor's Degree in any field
- Related education or training highly preferred
- Two or more years' experience in a related field
- One or more years' experience with federal grants of any kind highly desired

LICENSE & CERTIFICATION

- Must possess a valid Colorado driver license and maintain a driving record in accordance with the Employee Handbook

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Ability to work at a computer for extended periods of time
- Ability to communicate effectively via computer and phone
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable

WORK ENVIRONMENT AND CONDITIONS:

- Most work done indoors in an office setting
- Some work conducted at project sites
- Shared office environment

Compensation will be commensurate based on experience. The starting range for this position is \$16.97 – 20.28/hour.

Benefits available include medical, dental and vision insurance options; 401k savings match; Paid Time Off for vacation, sick and holidays; among other options.

Please send resume and cover letter to Richelle Rothman at HRRcruiting@habitatmetrodenver.org for consideration.