



**JOB TITLE:** Grant Coordinator

**REPORTS TO:** Director of Community Development

### **OVERVIEW**

The Grant Coordinator is a full time position within the Development Department at Indian River Habitat for Humanity (IRHFH). The position is responsible for identifying, researching and submitting grant applications, as well as overseeing all related stewardship activity, such as the timely submission of reports. The Grant Coordinator position collaborates and works closely with the Family Services, Neighborhood Revitalization, Finance, and Construction departments.

### **SPECIFIC DUTIES**

- Develop a thorough understanding of the goals, mission, philosophy and policies of IRHFH.
- Within the scope of Habitat's mission and operating policies, understand the needs of Habitat donors, volunteers, and staff and respond to them in an efficient, courteous, and respectful manner.
- Identify and build relationships with current and potential grant providers.
- Identify, research and apply for grant funding as called for in the annual budget and long range plan.
- Working in close collaboration with the Family Services and Neighborhood Revitalization departments, apply for and manage communication and reporting related to the: Self-Help Homeownership Opportunity Program (SHOP) and Federal Home Loan Bank Affordable Housing Program (AHP).
- Oversee IRHFH's participation in the Community Contribution Tax Credit Program (CCTCP), recruiting business partners, applying for and completing all required paperwork.
- Develop a diversified pool of funding from private, corporate and family foundation sources.
- Provide input as related to the development plan and annual budget.
- Help set up needed controls and monitoring systems within each of the above named activities.
- Deliver presentations to area groups as needed.
- As needed, ensure timely and accurate communication with funders, business partners, colleagues and management.
- Maintain accurate and up to date documentation on all grant related activity.
- Attend and participate in staff, planning and construction meetings.
- Other duties as assigned by the Director of Community Development and/or President/CEO.

### **QUALIFICATIONS:**

- Bachelor's Degree required, Master's degree preferred
- Prior non-profit agency background is key and grant writer certification a plus
- Knowledge of Raiser's Edge or other database

### **SKILLS AND ABILITIES:**

- Strong commitment and calling to Habitat's mission and philosophy of Christian outreach
- Seasoned grant writing professional with at least 3 to 5 years of directly related experience
- Independent self-starter yet effective team player
- Demonstrated writing and computer skills
- Strong collaboration, communication, interpersonal, and organizational skills
- Keen attention to detail a must
- Ability to successfully manage competing priorities

**Please send a cover letter and resume to the Director of Community Development, Eve Kyomya at [ekyomya@ircHabitat.org](mailto:ekyomya@ircHabitat.org)**