Job Description: Grants and Loans Specialist

<table>
<thead>
<tr>
<th>Date:</th>
<th>August 2023</th>
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</thead>
<tbody>
<tr>
<td>Reports to:</td>
<td>Director of Grants and Loans</td>
</tr>
<tr>
<td>Salary and Benefits:</td>
<td>Habitat for Humanity of Colorado offers a competitive benefits package that includes health and dental coverage, Simple IRA matching contributions, and paid vacation and sick leave. The expected starting annual salary range for this position is $60,000 - $70,000 with consideration given for applicable education and experience.</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Travel:</td>
<td>10%</td>
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I. Organization Description

Habitat for Humanity of Colorado (HFHC) 501(c)(3) non-profit corporation and an Affiliate Support Organization affiliated with Habitat for Humanity International. Its purpose is to build the capacity of Habitat affiliates by increasing access to resources, facilitating communication between affiliates and the community, and providing statewide leadership toward the creation of thriving communities that support healthy families. HFHC provides four primary areas of service: collaborative funding and finance, training and technical assistance, state-level advocacy, and disaster recovery coordination. HFHC is a small organization focused on adding value to the Habitat mission through innovation and service. Our culture is casual, collaborative, creative, and highly team-oriented.

II. Job Summary

A key role of Habitat for Humanity of Colorado (HFHC) is the acquisition and distribution of grant and loan funding to Habitat affiliates, much of which comes from government sources and financial institutions. This key team member will support the annual distribution of between $5-8 million to Colorado Habitat for Humanity affiliates. The Grants and Loans Specialists will contribute to annual funding goals through stewarding relationships with funders, managing grant submissions, overseeing compliance for a grant and/or loan portfolio and providing technical assistance and training to affiliate recipients. As with all HFHC positions, this role will maintain positive relationships with Habitat for Humanity affiliates, funders, and other stakeholders by reflecting exemplary culture of service.
III. Essential Duties

- **Ensure compliance with funding requirements**: Develop and maintain comprehensive understanding of funding requirements; compose checklists reflecting required documentation and assurances; provide training and technical support to affiliates to ensure eligibility, compliance, and efficient use of available funds; provide technical support to internal staff regarding grants administration, compliance, and data analysis; conduct research into compliance issues as they arise.

- **Oversee disbursement of funds**: Work with Grants team and Development team to publicize funding opportunities to affiliates. Manage affiliate funding requests, reviewing for completeness, eligibility, and compliance with requirements; set up and monitor disbursements, reimbursements, and reporting schedules to ensure that targets are met; communicate regularly with funding recipients to ensure timely expenditure of funds; periodically report to affiliates on progress of funds expenditure and availability of remaining funds.

- **Track and monitor**: Maintain accurate and current data in tracking system, keeping relevant electronic and paper records; conduct periodic audits to ensure quality and completeness of files; assess opportunities to enhance funds management procedures by streamlining and automating processes to improve workflow and efficiency; and provide monthly dashboard reports for each grant and loan program.

- **Ensure accurate and timely preparation of all funding reports**: Gather required data from affiliates for funder reports and annual audit; compile all required information and materials; prepare and deliver written and statistical reports.

IV. SKILLS, KNOWLEDGE, and ABILITIES

- Strong commitment to Habitat for Humanity of Colorado’s mission and values
- Understanding of state, federal funding sources and compliance
- Strong verbal and written communication skills with ability to tailor complex messages for different audiences
- Self-motivated, ability to work independently, handle concurrent tasks and prioritize workload appropriately
- Highly developed organizational skills and meticulous attention to detail
- Strategic and creative thinker with excellent problem-solving skills
- Excellent interpersonal skills; ability to establish and maintain good working relationships with a variety of people and personalities
- Flexible and adaptive work style with the ability to thrive in a growing, innovative, mission-driven environment
- Capacity to work under tight-deadlines
- Ability to maintain a high level of confidentiality
V. Education, Experience, and General Requirements
• Bachelor’s degree and 5 years of experience in related field, or the equivalent combination of education and experience
• Experience with real estate, title work, mortgage underwriting, mortgage origination or mortgage closings strongly preferred
• Experience managing state and federally funding strongly preferred
• Experience with affordable housing financing a plus

VI. Physical Requirements and Working Conditions
• This position will require sitting at a computer for extended periods of time and the ability to type and talk on the phone. Throughout the day, employee will move around the office to perform various tasks. Must be able to lift up to 15 pounds from time to time.
• The position will primarily be located indoors at the Habitat office, a climate-controlled space with frequent personal interactions. The employee should be prepared to attend meetings and other events at locations other than Habitat’s office location, with periodic travel; evening and weekend work may be required at times.

VII. Salary and Benefits
Habitat for Humanity of Colorado offers a competitive benefits package that includes health and dental coverage, Simple IRA matching contributions, and paid vacation and sick leave. The expected starting annual salary range for this position is $60,000 - $70,000 with consideration given for applicable education and experience.

Disclaimer: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Habitat for Humanity of Colorado is dedicated to the principles of equal employment opportunity and prohibits unlawful discrimination and harassment on the basis of age, race, sex, color, religion, creed, national origin or ancestry, disability, marital status, military status, genetic information, sexual orientation, gender identity/variance, or any other status protected by applicable federal, state or local law.

To apply please email cover letter and resume to jennifer@habitatcolorado.org. Please no phone calls.