



## Job Description: Grants and Loans Manager

### I. Organization Description

Habitat for Humanity of Colorado (HFHC) 501(c)(3) non-profit corporation and a State 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, tight-knit team focused on adding value to the Habitat mission through innovation and service. Our culture is casual, collaborative, creative, and highly team-oriented. Team members share ownership of and responsibility for all aspects of the organization's work including fund raising, public relations, advocacy, and administration.

### 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. HFHC also utilizes grant funding to support its own operations. This position is responsible for all aspects of solicitation and management of grant and loan funding from government and financial institution sources. He or she determines funding needs, researches potential funders, composes inquiries and applications, maintains accurate records for tracking funding proposals, conducts appropriate follow up, coordinates the distribution of funds to affiliates and HFHC departments, trains funding recipients on requirements, ensures the timely use of funds, collects documentation and ensures compliance, and completes timely and accurate reports. He or she is also responsible for maintaining and cultivating relationships with current funders, and providing training and technical support to affiliates. As with all HFHC positions, this role supports HFHC's efforts in maintaining positive relationships with Habitat for Humanity affiliates, funders and other stakeholders by reflecting the culture of service that is emblematic of HFHC. The Grants and Loans Manager reports directly to the Executive Director. This is an exempt, salaried, full-time position, requiring 40 hours/week. Salary will be commensurate with experience.

### III. Position Responsibilities (include but are not limited to):

#### Affiliate Engagement

- **Effectively engage with affiliates to foster relationships and add value to their work:** Develop and foster positive relationships and interactions with affiliates; practice ongoing and consistent communication and collaboration with affiliates to ensure HFHC is providing value-added services and products; represent HFHC at affiliate events and liaise with assigned affiliates.

#### Funding Research

- **Understand funding needs:** Confer with HFHC departments and affiliates to ascertain funding needs and opportunities.
- **Research Potential Funders:** Seek out potential sources of grant and loan funding to support affordable housing development and related outcomes such as improved health, education, poverty reduction, economic well-being, etc.
- **Assist in identifying relevant data needed for applications:** Collaborate with Communications and Marketing Manager on the development of a statewide data collection plan to gather timely and relevant information for funding proposals.

#### Funding Proposals

- **Write, submit, and track proposals:** Compose accurate and compelling verbiage to be used in funding proposals; write and submit inquiries and applications; develop and maintain an application calendar and tracking system.
- **Conduct appropriate follow-up:** Maintain contact with prospective funders regarding the progress of proposals; promptly respond to questions and requests for additional information.

#### Grant and Loan Management

- **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 and consult with legal counsel as appropriate.
- **Oversee disbursement of funds:** Work with Communications and Marketing Manager to make affiliates aware of funding opportunities. Manage funding requests from affiliates and HFHC departments, 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; monitor loan performance of purchased mortgages and report to affiliates monthly.
- **Supervise grant management contractor(s):** When applicable, oversee contracted grant manager(s); ensure that work satisfies grant requirements, meets HFHC standards, and is completed according to established timelines.

### **Reporting**

- **Ensure accurate and timely preparation of all funding reports:** Work with HFHC departments and affiliates to gather data for reports for funders; compile all required information and materials; prepare and deliver written and statistical reports.

### **Relationship Management**

- **Maintain and nurture funding relationships.** Serve as HFHC's primary point of contact for government and financial institution funders, and others as assigned by the Executive Director; ensure that they are being appropriately recognized and appreciated; proactively maintain contact and provide updates about the impact of their funding; arrange meetings between funders and appropriate HFHC or affiliate staff when needed.

### **Training and Technical Assistance**

- **Assist affiliates in developing their grant-writing expertise:** Work with Director of Training and Organizational Development to offer training opportunities and technical assistance for affiliates on grant-writing and grant management; review affiliate grant applications and offer feedback and suggestions.

### **Contract Services**

- **Provide grant-writing services and complete environmental reviews** for affiliates on a contract basis, as capacity allows.

### **Responsibilities shared by HFHC Staff**

- Work closely with the Executive Director to plan, coordinate, and execute the annual budget
- Regularly provide progress reports to Executive Director

- Be familiar with Habitat for Humanity International policy handbook and Quality Assurance checklist
- Liaise with and support HFHC committees/task forces as assigned
- Assist with stewardship of donors
- Attend and assist as assigned with HFHC functions such as Camp Colorado and annual legislative event
- Greet, direct, and assist office visitors
- Assist in keeping office space clean, tidy, and welcoming
- Participate in ongoing professional development opportunities as appropriate
- Contribute to and manage special projects, as requested
- Perform miscellaneous duties as assigned

#### **IV. Qualifications and Skills**

- Strong commitment to Habitat for Humanity of Colorado's mission and values
- Appropriate computer skills; extensive experience with Microsoft Office Suite; internet
- Highly proficient in use of standard office equipment
- Outstanding research abilities
- Excellent written and oral communication skills
- Highly developed organizational skills and meticulous attention to detail
- Excellent interpersonal skills; ability to establish and maintain good working relationships with a variety of people and personalities
- Self-motivated, ability to work independently, handle concurrent tasks and prioritize workload appropriately
- Ability to work under tight deadlines
- Ability to maintain a high level of confidentiality
- Demonstrated success in grant solicitation and management
- Comfort with independent work while being highly engaged and energized by interactions with others
- Possesses strong problem solving skills: identifies potential problems, evaluates options and develops action plans
- Flexible and adaptive work style with the ability to thrive in a growing, innovative, mission-driven environment

#### **V. Education, Experience, and General Requirements**

- Bachelor's degree and three to five years' grant-writing and grants management experience required
- Experience managing state and federally-funded grants such as HOME, CDBG, USDA-RD, CHFA or FHLB strongly preferred
- Experience with affordable housing or nonprofit management preferred

- Must have a valid driver's license and access to reliable transportation allowing the ability to travel, some weekends and overnight stays required

To Apply: Please send a cover letter and resume to [resumes@habitatcolorado.org](mailto:resumes@habitatcolorado.org).

**Deadline to apply: January 23**