

Job Title: Grants Compliance Manager
Position Location: Charlottesville, Virginia
Reports to: Chief Advancement Officer
Employment Type: Full-time, exempt. Occasional nights and weekends.



Habitat:

Habitat for Humanity of Greater Charlottesville (“Habitat”) is a cutting edge, non-profit organization creating safe, decent, affordable housing in partnership with low-income working families, volunteers, and the community of Greater Charlottesville. We build homes and neighborhoods – alongside low income future homeowners called Partner Families – assisted by volunteers and participants from corporate, civic, and church sponsor groups. Habitat was the first in the nation to redevelop a trailer park – Sunrise – into a mixed-income community without resident displacement. Sunrise is now one of ten mixed income communities created by Habitat in Charlottesville.

Habitat also owns and maintains the Southwood Mobile Home Park, a 120-acre, 1,500 resident community located in Albemarle County. We are currently working side by side with current residents and several market rate builder partners to transform Southwood into a mixed-use master-planned community of more than 1,000 new homes and businesses. When complete, Southwood will be a national model of compassionate and inclusive redevelopment. At Southwood and elsewhere, Habitat rebuilds communities via a long-term Asset Based Community Development approach, using the skills and talents of community members themselves to help them achieve their own vision.

Habitat, already among the most productive affiliates nationally, is undertaking a “step function,” with the goal of increasing our home production from an average of 20 homes per year to 40 homes within the next two years, beginning with the redevelopment at Southwood and expanding our homebuilding operations regionally.

Position Description:

The Grants Compliance Manager (GCM) reports to the Chief Advancement Officer (CAO) and has primary responsibility for the management of all grants and funding contracts, from the time of award through completion of the final report. The GCM will monitor public and private grant agreements to maximize contractual deliverables and reimbursement. The GCM will also ensure affiliate compliance with all applicable grant terms and conditions, and provide Habitat’s funding partners with timely and accurate reporting.

Prerequisites:

- 3+ years of grants administration or related experience
- Knowledge of best practices in post-award accounting and budget management
- Excellent organizational skills and ability to manage multiple deadlines in a fast-paced environment
- Proven ability to gather and synthesize financial information and narrative content from multiple sources to prepare accurate and timely grant reports for a variety of funders
- Strong written communication and editing skills
- Positive and professional attitude, with the ability to collaborate effectively and manage up
- Commitment to affordable housing

Primary Responsibilities:

1. Work closely with the Grant Writer and Manager to ensure seamless coordination of all pre-award and post-award functions, including data transfer and coordinated hand-off with funders
2. Review all grant award documentation and align resources to comply with specific requirements and timelines, ensuring that award/contract terms match intended agreement
3. Complete required contracts, MOUs, and all necessary documentation, then prepare for signature
4. Route grant application, reporting requirements, and required forms to relevant team leader responsible for oversight of implementation
5. Partner with responsible program manager(s) to write and prepare required grant reports
6. Inform Finance Dept. of timing, purpose, and restrictions pertaining to funding
7. Review all budgets prior to submission, with an eye toward post-award compliance, and prepare necessary budget amendments after award has been granted
8. Manage post-award report tracking and calendar
9. Determine when awarded grant funding has been earned and is available to be drawn, submitting invoices and funding draw requests to grantor
10. Monitor grant expenses and reimbursement trends
11. Identify and collect grant documents needed for annual audit
12. Assume responsibility for all direct grant program audits
13. Provide grant writing assistance, as needed
14. Serve as a critical member of the Advancement team, working collaboratively with colleagues across the affiliate to promote and facilitate a culture of stewardship
15. Achieve proficiency in Advancement's donor database and record management system (CRM)
16. Work with Finance team to prepare the monthly and annual grants receivable reconciliations
17. Maintain awareness of potential funding opportunities for the affiliate
18. Participate in and contribute to standing meetings

Other:

- Perform other duties as assigned by supervisor
- Attend and support activities of the affiliate to stay connected with programs
- Provide general support to ensure efficient operations of the Advancement and Finance departments, as well as the entire affiliate, as needed

Habitat for Humanity is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, basis of disability or any other federal, state or local protected class. Women, minorities and protected individuals such as those covered by Section 3 are encouraged to apply.