

**Job Title: Grant Writer/Grants 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 simple, 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 six 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 plan for 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, utilizing 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 45 homes within the next two years, beginning with the redevelopment at Southwood and expanding our homebuilding operations regionally.

The Grant Writer/Manager (GWM) reports to the Chief Advancement Officer and has primary responsibility for research, development and execution of all government, foundation and corporate grant proposals, and is responsible for grant reporting requirements for all open grants received by the affiliate. The GWM applies an interactive, journalistic approach to information gathering, cultivating internal and external relationships and generating opportunities that match affiliate needs. The GWM will focus on a long-term relationship-management approach, and help facilitate a culture of philanthropy within Habitat, engaging Board, staff, volunteers and homebuyer families in the mission and fundraising goals of the organization.

**Prerequisite Requirements:**

- Commitment to affordable housing
- Positive and professional attitude & ability to manage up
- Excellent communication skills (both verbal and written)
- Strong organizational skills and rigorous compliance with deadlines
- Proven ability to gather information from multiple sources and write targeted grant proposals, including complex government grants for affordable housing funding

## **Responsibilities:**

### **Grant Development**

- Perform in-depth and on-going research on government funding sources, foundations and corporations to evaluate funding prospects
- Maintain on-going, close professional relationships with funders/grant managers
- Develop in-depth knowledge of all aspects of Habitat operations, programs and strategic plan
- Order Environmental Reviews for all property acquired by affiliate
- Prepare, submit, and manage grant proposals for government, foundation and corporate sources
- Identify key contacts and strategize with CAO to arrange visits or onsite tours for supporters (foundation officers, foundation trustees, grant managers)
- Develop and manage a system to track and report on prospects, pending proposals, awards and grants declined
- Participate in and contribute to weekly Advancement Team meetings

### **Grant Compliance**

- Review all grant award documentation to assure Habitat's ability to comply with specific requirements and timelines; assure award/contract terms match intended agreement
- Complete required contracts, MOUs, loans or other documents and submit to CEO for signature
- Forward copy of grant and reporting requirements and forms to relevant ELT leader responsible for oversight of implementation
- Inform Finance Dept. of timing, purpose and restrictions pertaining to funding
- Calendar and enter reporting requirements and dates in tracking system
- Secure required reports from program managers
- Submit invoices, reports and funding draw requests
- Identify and collect grant documents needed for annual audit
- Provide periodic updates to foundation managers
- Participate in and contribute to weekly Production Implementation Group meeting

### **Grants Committee**

- Prepare and send monthly agenda & materials to committee members
- Update grant tracking spreadsheet and delegate reporting assignments
- Review potential funding prospects

### **Other**

1. Perform other duties as assigned by supervisor
2. Attend and support activities of the affiliate to stay connected with programs
3. Provide general support to assure efficient operations of the Advancement Department and affiliate as needed

**\*\*Resume, Cover Letter and Writing Sample required to be considered for the position\*\***

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