

Job Title: Grants/Communications Manager

Position Location: Charlottesville, Virginia

Reports to: Chief Advancement Officer

Employment Type: Full-time, exempt. Occasional nights and weekends

Organizational Background

Habitat for Humanity of Greater Charlottesville (Habitat) is a nationally-renown, cutting edge non-profit housing organization creating simple, decent, affordable housing in partnership with low-income families, volunteers and the community of Greater Charlottesville. Homes are built with a volunteer labor force including homeowner families, corporate, civic, and church groups. Additionally, Habitat owns and operates the Southwood Mobile Home Park. Habitat is partnering with residents to redesign and redevelop the park as a mixed-income, mixed-use community for current and future residents. Habitat is an affiliate of Habitat for Humanity International, a non-denominational global housing ministry dedicated to eliminating housing poverty worldwide.

Role

The Grants/Communications Manager (GCM) reports to the Chief Advancement Officer and has primary responsibility for research, development and execution of all government and foundation grant proposals, focusing on a long-term relationship-management approach. The GCM applies an interactive, journalistic approach to marketing and communications, continually gathering information, cultivating relationships and generating opportunities that match affiliate needs. In addition, the GCM drafts content for the publications, brochures, annual reports, appeals and other communications for Habitat.

Prerequisite Requirements

- Commitment to excellence, including to the highest standards of integrity and professionalism, the Habitat Mission, and the principles contained in Koinonia Every Day
- Ability and desire to work in a team environment
- Ability to develop relationships with others in an authentic and appreciative manner
- Ability to “manage up.” This is a solutions-focused mindset which strives to resolve a matter rather than pass on a problem
- Ability to research and write targeted grants proposals, including complex grants for government funding in affordable housing
- Ability to communicate effectively, both orally and in writing.
- Ability to secure Habitat partner family, program and organization information and create and write effective stories, proposals and asks.
- Ability to multi-task, plan, organize, and implement multiple projects and meet deadlines
- Ability to learn quickly and take initiative with limited direction
- Ability to remain calm and focused in a dynamic environment
- Command knowledge of Word, Publisher, Excel, PowerPoint, Outlook, and other common non-profit database software

Responsibilities

Grant Development

1. Perform in-depth and on-going research on government funding sources, foundations and corporations to evaluate funding prospects
2. Prepare, submit, and manage grant proposals for government, foundation and corporate sources
3. Maintain on-going, close professional relationships with funders/grant managers
4. Identify key contacts and strategize with CAO to arrange for visits or onsite tours for supporters (foundation officers, foundation trustees, grant managers)
5. Develop and manage a system to track and report on prospects, pending proposals, awards and grants declined
6. Coordinate with the HFHGC Compliance Officer and Accounting Manager to assure public and private grants follow up and reporting

Communications and Marketing

1. Collaborate with the Advancement Team to develop, execute and continually update a Communications Marketing Plan with assistance from the Advancement Department.
2. On an on-going basis, work with the Advancement Team to develop messaging content to meet goals stated in the Advancement Communications and Marketing Plan
3. Conduct interviews, attend events, and liaise with internal and external partners (i.e. staff, board, family partners, donors, government officials, and community partners) as appropriate, for articles and partnership opportunities
4. Draft articles and content for bi-annual Blueprint Newsletter, E-News, Appeals, Website, and Annual Report
5. Draft supporting materials content to support the fundraising and stewardship plan (i.e. brochures, reports, etc.)
6. Coordinate with the Advancement Coordinator to design publications and supporting fundraising and outreach materials
7. Network with internal and external stakeholders, applying a journalistic approach to interactions, to identify and link opportunities for relationship cultivation and funding that match affiliate needs

Other

1. Perform other duties as assigned by supervisor
2. Provide general support to assure efficient operations of the Advancement Department and affiliate as needed