

Job Title: Grant Writer and 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 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 residents and several market rate builder partners to transform Southwood into a mixed-use master-planned community of approximately 1,200 new homes and businesses. When complete, Southwood will be a national model of compassionate and inclusive redevelopment. Construction of the first phase of Southwood began in 2021. 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, has set an ambitious goal of increasing our home production from an average of 20 homes per year to 40 homes over the next two years, beginning with the redevelopment at Southwood and expanding our homebuilding operations regionally.

Position Description:

The Grant Writer and Manager (GWM) reports to the Chief Advancement Officer (CAO) and will serve as a visionary partner in leading the grant seeking activities of the affiliate – from opportunity identification through proposal development and submission. The GWM will proactively identify potential funding opportunities, lead teams of internal and external stakeholders to prepare competitive proposals, gather and write content for applications, and ensure that the affiliate is focused on maximizing public and private grant revenues through aggressively pursuing funding aligned with Habitat’s mission, needs, and programs. The GWM will serve as a resource to Habitat staff, while also developing strong external relationships with the affiliate’s public and private funding partners.

Prerequisites:

- 3+ years of grant prospecting and writing; federal and state grant experience strongly preferred
- Exceptional project management, written communication, and editing skills
- Knowledge of best practices in prospect identification and relationship development
- Strong financial acumen and ability to develop complex budgets
- Facility with related technology, including a variety of online grant portals and submission methods
- Excellent organizational skills and ability to manage multiple deadlines in a fast-paced environment

- Proven ability to gather information and synthesize narrative content from multiple sources
- Positive and professional attitude, with the ability to collaborate effectively and manage up
- Bias toward action, adaptability, mature judgment, and a sense of humor
- Commitment to affordable housing

Primary Responsibilities:

1. Lead Habitat’s grant seeking activities, from identification to proposal submission, including:
 - a. Research potential grant opportunities, with an eye toward uncovering new funding sources aligned with the affiliate’s highest priorities
 - b. Prepare and submit competitive requests for external funding, which may include:
 - i. Writing, editing, budget development, and logistical support
 - ii. Distilling complex program guidelines and regulations into easily understandable funding priorities, parameters, and timelines
 - iii. Convening funding teams of subject matter experts
 - iv. Seeking assistance/content from colleagues across the affiliate
 - v. Managing the proposal development process – whether serving as lead or supporting key personnel/external partners – and providing guidance (including detailed proposal timelines and follow-up) for colleagues involved in each collaborative proposal
2. Work closely with the Grants Compliance Manager to:
 - a. Review budgets prior to submission, with an eye toward post-award compliance and accounting
 - b. Ensure seamless coordination of all pre-award and post-award functions, including data transfer and coordinated hand-off with funders
 - c. Provide assistance for reporting and audits, as needed
3. Build strong relationships with program officers and agency staff to create open communication channels, determine “fit” for upcoming deadlines, and receive feedback on submissions; engage affiliate leadership in conversations, as appropriate
4. Maintain awareness of the affiliate’s funding priorities and facilitate regular brainstorming sessions with key internal colleagues and connect with local partners to gain perspective on emerging funders/themes/approaches
5. Create and manage grants calendar, including recurring and new funding opportunities
6. Lead monthly affiliate-wide grants meeting; prepare agenda as well as detailed post-meeting summaries with action items and assignments
7. Serve as a critical member of the Advancement team, working collaboratively with colleagues across the affiliate to promote and facilitate a culture of philanthropy and active grant seeking
8. Achieve proficiency in Advancement’s donor database and record management system (CRM)
9. 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 department, as well as the entire affiliate, as needed

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.