

## Position: Housing Grant Specialist

## Supervisor: Vice President of Marketing and Development

## Position Description:

Under the general supervision of the Vice President of Marketing and Development, the Housing Grant Specialist functions as part of a team designed to house men, women and children who are fleeing domestic violence. The Housing Grant Specialist is responsible for managing all PADV Housing grants development and reporting, which includes HUD grants. Additionally, this person will work closely with the VP of Shelter Services and Supportive Housing and Chief Financial Officer to assist with program deliverables.

## Roles and Responsibilities:

1. Effectively prepares OVW / HUD government grant applications/ proposals to include writing narratives to address program needs, coordinating budgets, assembling supporting data, and developing program design with appropriate staff.
2. Develops and edits OVW / HUD proposals for programmatic content and format.
3. Manages all administrative procedures related to awarded grants and/or contracts, including monthly, quarterly and annual reports, as required
4. Coordinates and executes compliance monitoring, including data analysis for program evaluation and reporting to funders.
5. Conducts prospect research to identify potential government and foundation funding sources (new or increased within an existing source.)
6. Records all grant information, including deadlines, meeting dates, monitoring meetings, site visits, mandatory funding meetings and more related to grants
7. Proactively manages PADV's OVW / HUD housing grant proposal cycle and reporting calendar
8. Provides technical assistance to development staff

## Minimum Qualifications:

- ◆ Bachelor's Degree in communications, public relations or a related field.
- ◆ 5 years grants experience preferred, HUD grants experience required.
- ◆ Exceptional written, oral and computer skills required.
- ◆ Ability to effectively multi-task.
- ◆ Advanced organizational skills and detail oriented.
- ◆ Strong database skills, with experience in Case worthy, SAGE, Client track preferred