



Austin Habitat for Humanity (AHFH) is seeking full time **Grants Manager**. Reporting to the VP of Development, the **Grants Manager** is responsible managing and writing the grants efforts for Austin Habitat for Humanity and HomeBase Texas.

Who we are:

Austin Habitat for Humanity (AHFH) is a non-profit corporation dedicated to ending the cycle of poverty housing in the Austin Region. AHFH believes that everyone deserves a decent, affordable place to live. AHFH was incorporated in 1985 and is an affiliate of Habitat for Humanity International, a global, non-profit housing corporation founded in 1976.

Who you are:

As the **Grants Manager** you will be in charge of identifying funding for home construction, home repair, housing counseling/financial education, ReStore, general operating support, land acquisition, land development programs, etc. You will oversee grant research, application, implementation, tracking, reporting, and compliance. The **Grants Manager** is responsible for seeking new and ongoing support from corporate foundations, private foundations, and government (federal, state, county, local) funding sources. In addition to overseeing grants efforts, this position is also responsible for all affiliate compliance with Habitat for Humanity International and assists with other development efforts as necessary.

Specific Responsibilities include:

- Oversees grant research, proposal writing, implementation, tracking, reporting, and compliance
- Maintain accurate grant-related information in donor database (Raiser's Edge), grant calendar, and reporting calendar
- Secures between \$500,000 - \$800,000 in grant funding through public and private grants
- Works with VP of Development on annual grants budget process bearing in mind the organization's strategic plan
- Works with Chief Executive Officer, Chief Financial Officer, and VP of Development to strategically plan for implementation of funding programs to increase cash flow to the organization and provide program sustainability
- Oversees funder stewardship including site visits and communication
- Establishes successful relationships with grant officials responsible for corporate foundations, private foundations, and government (federal, state, county, local) funding sources.
- Research potential funding opportunities, including corporate, government, and foundation sources
- Collect and analyze data for grant applications, including giving trends, client demographics, and housing trends
- Attend and participate in weekly planning meetings, All Staff Meetings, and other team meetings, as required

- Regularly attend Habitat production meeting to coordinate grants implementation
- Coordinate with other departments where needed to carry out grant applications to completion and manage compliance
- Other duties as assigned

More about you:

- Experienced in working with varied and complex grant processes
- Bachelor's degree and at least 3 years professional work experience in either direct grant writing, resource development, or related field
- Experience developing and maintaining upper-level organizational relationships
- Competent in word processing, spreadsheets, and databases (Experience with desktop publishing a plus)
- Experience with complex budgets and strategic goal setting preferred
- Experience with proposal writing is required
- Strong organizational, verbal, and written communication skills
- Strong editing and proof-reading skills required
- Strong skills in Microsoft Office applications, especially Excel
- Working knowledge of non-profit organizations and program impact measurement
- Experience and/or interest in non-profits or affordable housing a plus
- Strong attention to detail required

Why AHFH?

- Amazing company culture, we don't just talk about values – we live them.
- Generous benefits package including vacation and sick leave, health insurance, 401k etc.
- We honor prior years of service in past nonprofits.
- Employee discount at ReStore.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Typical office environment. The noise level in the work environment is usually moderate.

Apply at: <https://austinhabitatforhumanity.applytojob.com/apply/wCuOwoG101/Grants-Manager?source=AFP>

We are an equal opportunity employer.