

GRANT WRITER/GRANTS MANAGER

Summary: The GRANT WRITER/MANAGER, responsible for Government and Non-Government Grants, is a part time position responsible for grant seeking, grant writing, overseeing grant compliance, and related communications for all grants supporting Habitat's affordable home building program across 15 towns and the general operations that support that program. This will include major grants such as, but not limited to Federal Home Loan Bank of Boston (FHLBB), Town grants such as, but not limited to Community Preservation Act and Housing Trust grants, as well as various foundation, civic, bank or business grants.

Background: Many grants will be for "project-based" funding specific to certain homes or subdivisions that Habitat will develop. Grants will also be needed for unrestricted, operating, or other program or capacity building purposes. Grant writer will often be working with narratives and documentation developed by staff, volunteers or consultants, and may, at times, need to provide additional narratives to support their project development work

Responsibilities:

1. Perform project related grant seeking and grant writing, including but not limited to maintaining or establishing positive relationships with relevant grant source staff, boards or committees; generate recommendations to Executive Director and Resource Development Director related to sources to be pursued; perform all aspects of grant writing and submission with required documentation; perform interim and final compliance tasks, and final reports
2. Secure grants related to Habitat's solar and energy efficiency program
3. Provide related assistance to the Executive Director in working with Construction Lenders, whose support is integral to project feasibility, and to the FHLBB grant program

Other:

1. Maintain highly organized electronic files for Grant funding on Habitat's computer system
2. Other duties from time to time, as requested by Executive Director or Director of Resource Development

Qualifications and Skills

- Minimum three years of grant writing experience that includes both governmental and non-government sources
- Successful background in grant writing and compliance
- Community Preservation Act Grants, FHLBB Grants, CDBG, Solar funding, or related experience a strong plus
- Ability to work successfully in a volunteer-rich work environment, utilizing the time and talents available while maintaining personal responsibility for final product
- Excellent communication skills on all levels (personal/verbal; formal presentation; written), including the ability to be responsive to questions, tell a compelling story, and shape a strong funding request
- Excellent project management skills
- Aptitude for understanding the unique elements of housing project pro formas, descriptions, and timelines
- Strong computer skills
- Ability to set priorities, meet deadlines, and manage a range of initiatives concurrently
- Commitment to the mission of the organization

Reports To: Reports to Director of Resource Development

Other requirements: Valid MA driver's license

This is a part-time, 10-15 hours per week Staff position with some benefits; OR consultant agreement

Hours may fluctuate with building schedule and will be agreed upon with some flexibility of work week understanding that hours may vary from week to week.

Ability to work remotely for some portion of these hours is negotiable