



Position: DuPage Habitat for Humanity (DHFH) and its subsidiary, Chicago South Suburbs Habitat for Humanity (CSSHFH), seek a Grant Manager

Reports to: Director of Development

Status: Full time salaried with benefits

ORGANIZATION DESCRIPTION

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, community, and hope. We envision a world where everyone has a decent place to live.

Habitat is an ecumenical housing ministry that makes possible the dream of home ownership for low income families. By creating an affordable mortgage, typically much less than average rental rates in the market area, we provide stability and an increase in disposable income by 20-30% or more. That increase results in outcomes that most average and above income makers take for granted. These outcomes include: The ability to adequately feed the household; having safe and healthy living conditions; providing for a supportive educational environment that leads to increased rates of high school graduation and college degrees; having health care coverage; being involved in the community; and ultimately providing an increased sense of hope. This game changer is the best method to break the cycle of generational poverty.

DHFH is a locally run affiliate of Habitat for Humanity International, a nonprofit, ecumenical Christian housing organization. The company works in partnership with a wide range of stakeholders to build affordable housing that fits the community. The houses are sold to qualifying families at no profit and with an interest free mortgage. The affiliates are in the midst of substantial growth and development. We are a midsized affiliate with an aggressive growth plan that will significantly increase the number of families we serve. We are seeking to make a long-term impact on the supply of affordable housing in DuPage County, Chicago South Suburbs, and the lives of Habitat homeowners.

This position will be based at our operational headquarters located in Wheaton, IL.

SUMMARY OF JOB DESCRIPTION

The Grant Manager is responsible for developing and implementing strategies for securing and expanding funding in support of the mission and goals of Habitat for Humanity. In addition, the individual will be responsible for developing metrics, creating processes and systems, implementing strategies and systems to stay in compliance with ongoing funding, and communicating with leadership (internal and external) what is needed to build and maintain grant relationships.

The Grant Manager will write coherent, organized and compelling proposals. The individual will apply knowledge of fundraising methods and plans to reach income goals. The individual will collaborate with team members in the organization to assist with other fundraising projects and develop relationships with key stakeholders.

To ensure success, the Grant Manager needs to write extremely well, have proficient knowledge of fundraising methods and be committed to the Habitat mission. Preferred applicants are deadline-driven team players with outstanding multitasking abilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage and support the grants requirement and implementation for the organization
- Research, identify and maximize funding sources and ensure organizational compliance

- Write and submit all local, state, and federal government grant proposals
- Manage activities to develop proposals: work inter-departmentally to develop timelines, compile information, and prepare and submit proposals packets
- Identify and develop strategies to optimize the grants administration process
- Work closely with the senior leadership team to prepare and implement grants
- Prepare financial or budget plans and allocations with the Director of Development
- Assist with negotiations and finalizations of awards
- Develop and implement process and systems using GrantHub to support efficient tracking, data, drawdown of funds and reporting
- Represent the organization at internal and external meetings related to grants, as well as, prepare and present briefing and reports as necessary
- Prepare external agreements, subcontracts and memorandums of understanding (MOUs) as necessary
- Assist in building relationships with government partners to ensure Habitat's voice is present in affordable housing policy and procedure discussions
- Understand affordable housing industry and closely follow the conversation at the local, state and federal level to stay in tune with government funding priorities
- Knowledge of and ability to administer the affiliates application for the Illinois Affordable Housing Tax Credit
- Maintaining proficient knowledge of organization's history and programs
- Assisting with the execution of development department's strategy
- Collaborating with Executive Director and Director of Development to send funders newsletters, and to promote on-site tours.
- Collaborating with Director of Development to compile annual report.
- Maintaining records in hard copies and computer databases.

THE IDEAL APPLICANT WILL HAVE THE FOLLOWING QUALIFICATIONS:

- Proficient with measuring and reaching income goals
- Excellent knowledge of fundraising information sources
- Strong people skills
- Excellent organization skills
- Possess strong oral and written communication, interpersonal and organizational skills
- Ability to relate to a highly diverse environment of clientele
- Complete commitment to service and quality
- High energy and the ability to function effectively with a minimum of daily direction and support
- Can solve problems and makes decisions independently in a creative and effective manner
- Excellent work ethic with a results-oriented style
- Have a passion for and strong commitment to the Habitat mission, the community, and other applicable constituents
- Comfortable with Habitat's Christian identity and willing to communicate that identity to community partners
- Ability to meet deadlines and focus on multiple grants

EDUCATION AND EXPERIENCE:

- Bachelor's degree
- 3+ years grant writing and administration experience
- Knowledge of the not for profit development, fundraising, business and civic community in the DuPage and Cook County areas a plus
- Extensive knowledge of GrantHub and The Raiser's Edge databases
- Preferably familiarity with Habitat for Humanity and affordable housing
- Excellent interpersonal and intercultural communication skills; excellent oral communication and ability to participate in public speaking events
- Interest, enthusiasm, and affinity for sales and working with people.

The successful applicant will work well in diverse teams and with varied constituencies. The individual will be self-motivated, work well under pressure and be able to handle several projects at one time. The individual will have good judgment and, ideally, a sense of humor.

Please email cover letter and resume to: Jobs@dupagehabitat.org

*Qualified candidates will be contacted

*Please do not phone to inquire about application status

Habitat for Humanity is an equal opportunity employer