



Habitat for Humanity[®]

of Wake County

Serving Wake and Johnston Counties

Grants and GIK Manager Job Description

SUMMARY:

Reporting to the SVP, Resource Development, the Grants and GIK Manager (GM) will be responsible for managing all government grants, serving as a primary liaison between grantors and the affiliate. The Grants Manager will be tasked with expanding and optimizing Habitat Wake's stewardship of grantors, and oversee the day to day recognition and stewardship of grantors.

This is a Full Time Exempt position requiring flexibility to work evening and weekend hours as needed for deadlines, meetings, and special events. The GM will likely spend an average of at least five days per week, Monday – Friday (40 hour work week with 8 hour days).

ESSENTIAL FUNCTIONS:

- Manage government, and project-based corporate and private grants, serving as primary liaison between grantors and affiliate;
- Prepare written grants and grant applications, along with supporting documentation, and submit reoccurring and new grants in an organized and timely manner.
- Meet annual Grant goals established in Strategic Plan;
- Expand and optimize Habitat Wake's stewardship of grantors, and oversee the day-to-day recognition and stewardship of grantors;
- Ensure that all grants are in compliance;
- Identify and cultivate potential new funding sources;
- Coordinate efforts of appropriate Habitat departments as those efforts relate to grants;
- Manage grant process;
- Compare grant information with grant deliverables and timeline; anticipate and identify problems or concerns and assist in development of proactive solutions. Track the accomplishment of deliverables set forth in each contract;
- Develop, prepare, review and approve monthly reports of activities for grants;
- Ensure timely completion of monthly, quarterly, annual and close out reports;
- Ordering/stocking GIK to maximize savings for affiliate. This position will work with the Construction Team to determine the best option at the time of the need;

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Understanding of database design and database management. Experience with Raiser's Edge preferred;
- Ability to work both on broad-based strategy and on specific detail;
- Strong project management skills to facilitate the creation of strategies and action plans;



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- Enthusiasm for teamwork, accuracy, initiative, and critical thinking;
- Commitment to constant improvement;
- Excellent problem-solving, analytical and organizational skills;
- Strong communication skills;
- Exceptional attention to detail;
- Ability to respond to unexpected opportunities or problems;
- Ability to work with staff and service providers, volunteers, and grantors;
- Ability to establish and maintain excellent working relationships with supervisor, and HFHWC staff.

SUPERVISORY CONTROLS:

Employee is responsible for planning and carrying out assignments. Problems and deviations in assignments are handled in accordance with established policies and procedures. Individual works both independently and in a team environment and is responsible for the quality and technical accuracy of work produced. Formal reviews are held annually by the SVP, Resource Development.

GUIDELINES:

Written instructions are provided, but not limited to, the HFHWC Employee Policy and Procedure Manual; Board/Affiliate Bylaws and Policy Manual; Affiliate Articles of Incorporation, Affiliate Financial Policies and Procedures, HFHI Quality Assurance Checklist; Affiliate Covenant with HFHI; and various other relevant public/private sector sources.

COMPLEXITY:

Responsibilities involve a variety of interrelated tasks. Procedures vary based upon management requirements. Strong ability in Blackbaud/Raisers Edge, Microsoft Office Products, Adobe Suite, WordPress, and social media platforms will be essential with the ability to manage multiple projects under deadlines.

SCOPE AND EFFECT:

Errors in work performance in particular regarding gift entry into Raisers Edge may damage relationships with donors resulting in potential loss of revenue and may cause errors in financial reporting.

CONTACTS:

Individual has frequent contact with other affiliate staff, key supporters, clients, stakeholders, vendors, external private/public entities, and government agencies.



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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit for long periods of time. The employee frequently is required to stand; walk; use hands to finger and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

WORK ENVIRONMENT:

This job operates primarily in a professional office environment and routinely requires operating standard office equipment such as computers, phones, copier and fax machine. Occasionally works in outside conditions that can include heat, humidity, and high noise levels.

SUPERVISORY RESPONSIBILITIES

Employee will be responsible for managing the delegation of work to volunteers and/or interns to insure that Grant deadlines and quality control standards are met.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree;
- 3-5 years professional experience;
- 2+ years of grant experience;
- Excellent communication and public relations skills with a strong passion for the organization's mission;
- Self-motivated with the ability to work independently and as part of a team and with great energy and persistence. Experience working with diverse constituencies;
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time; and
- Critical thinking, problem solving, accuracy and attention to detail.

NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.



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THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

EMPLOYEE ACKNOWLEDGEMENT

I, _____, Acknowledge Review of this Job Description.
(Employee's Name – PRINT Name)

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee's Signature

Date: _____

Supervisor's Signature

Date: _____