



Hospitality House of Northwest North Carolina Director of Grant Funding Job Description

Position Title: Director of Grant Funding

Supervised by: Executive Director

Position Type: Full-Time, Exempt

The Director of Grant Funding is primarily responsible for finding and applying for appropriate federal, state, foundation and community grants to maintain support for current programs and services, researching and applying for funding opportunities that further the mission and goals of Hospitality House. The secondary responsibility requires analyzing and preparing data for reports and grant applications for Hospitality House and the Northwest Continuum of Care (CoC). This position works closely with the Executive Director, Director of Development, and Director of Finance, as a part of the administrative team and with key stakeholders and leadership that participate in the Northwest CoC.

The person must have a solid background in grant writing, grant management, and working with databases and reporting systems.

RESPONSIBILITIES

Grant Writing, Reporting, and Management

1. Research and identify potential funding sources;
2. Prepare, write, and submit appropriate applications for funding including all government grants (federal, state and local) and non-government grants (foundations, endowments, and community organizations);
3. Primary responsibility for the annual Continuum of Care Notice of Funding Opportunity project applications on behalf of Hospitality House and the Consolidated Application and the Emergency Solutions Grant project and Regional Application on behalf of the Northwest CoC;
4. Collect and evaluate information about best practices, policy, and research related to homelessness;
5. Conduct analyses related to the Northwest homeless system and Hospitality House programs, analyzing data from multiple sources, identifying key findings, and comparing data to national trends and comparable communities;
6. Record and track program and service activities and compile data for required reporting and program evaluation;
7. Analyze and prepare reports from databases, which may include internal systems and external systems;
8. Prepare reports for funders as required;
9. Participate in designated community meetings including the Northwest CoC and Statewide/Regional meetings;
10. Track and monitor grant portfolio for spending, outcomes, and performance;

11. Other duties as assigned.

Data Specialist/Local System Administrator for the Homeless Management Information System (HMIS)

1. Collect and evaluate information about best practices, policy, and research related to homelessness;
2. Conduct analyses related to homeless systems and programs, analyzing data from multiple sources, identifying key findings, and comparing data to national trends and comparable communities;
3. Record and track program and project activities and data for reporting and evaluation;
4. Analyze and prepare reports from databases, which may include internal systems and external (HMIS) systems.;
5. Prepare reports for federal, state, and other funding sources as required;
6. Prepare and submit annual performance reports for the Northwest Continuum of Care;
7. Participate in designated community meetings including the Northwest CoC and Statewide HMIS meetings;
8. Other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Human Service, Non-profit Management or related field(s).
- Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.
- Valid driver's license, acceptable driving record.
- Working knowledge of computer programs including Word, Google Suite, HMIS, and Excel.

SUPERVISION:

The Director of Grant Funding works independently in planning and executing daily activities. This position requires an individual that is outgoing, self-directed, organized, and has proficient computer skills. The primary supervisor for this position is the Executive Director. Supervision is available as needed and to discuss specific situations. The Director of Grant Funding will meet with the Executive Director at least once a month for supervision, review of work, observation of skills and planning purposes. Performance is reviewed through observation, monitoring of records and documents, funds raised and job performance reviews.

COMPETENCIES

Communication – Clearly conveying and receiving messages to meet the needs of all, expressing oneself effectively, understanding underlying issues and adapting communication for the situation.

Teamwork – Working cooperatively and productively with others to achieve results by actively participating in the team and involving other team members.

Problem Solving & Judgment – Ability to assess options and implications in order to identify a solution by breaking down problems, recognizing basic and multiple relationships and can develop complex plans and/or analyses.

Adaptability – Personal willingness and ability to work in and adapt to change, valuing the need for adaptability, demonstrating adaptability through adapting approach and strategy.

Innovation Using original and creative thinking to make improvements and/or develop and initiate new approaches for your own job/area as well as the agency.

Relationship Building – Developing and maintaining partnerships by establishing formal working relationships with community partners from across the service area.

Service Facilitation – Creates networks to ensure required services are delivered effectively, providing information as required.

Organizational Awareness & Commitment – Understands the structure and culture of Hospitality House and supports the organization's values, principles, and goals; demonstrating an understanding of the organization beyond its own workgroup and can anticipate and meet the needs of the agency.

AMERICANS WITH DISABILITY SPECIFICATIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

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:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions.

The noise level in the work environment is usually moderate.

EXPERIENCE:

Preferred

Previous training or work with vulnerable populations.

Experience in homeless service and housing delivery.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.

To apply please email:

- Cover letter
- Resume
- Three professional references

Tina B. Krause, Executive Director

director@hosphouse.org