

Grants Administrator

Reports to: Director of Development

Classification: Full Time

Position Summary:

Working under the supervision of the Director of Development and Advocacy, the Grants Administrator is responsible for managing all grants for Sussex County Habitat for Humanity from conception to close out, as well as provide fundraising support as needed.

Primary Responsibilities:

- Conducts research to identify, apply for, administer, supervise, coordinate and monitor federal, state, and local grants or loans in accordance with applicable standards, regulations, and guidelines.
- Interacts with federal, state, and local agencies to ensure that grant projects comply with program guidelines for expenditure, funding, and accountability.
- Works in close conjunction with affiliate departments to determine programs' funding needs.
- Prepares grant applications and proposals for submittal; including writing, reviewing, and editing grant applications and proposals.
- Prepares monthly, quarterly and annual reports as needed on funded and non-funded project status.
- Monitors measurable outcomes as required by funding sources.
- Oversees and coordinates grant reporting requirements with different departments as necessary.
- Performs related duties as required.

Knowledge, Skills and Abilities:

- Bachelor's degree in related field or equivalent work experience required.
- Excellent written and oral communications skills.
- Prior experience in grant writing and grant administration preferred.
- Demonstrates experience and excellent interpersonal skills to establish, build, and maintain effective working relationships with colleagues, board members, donors, partner families, and volunteers.
- Excellent organizational skills and attention to detail.
- Self-motivated, ability to work independently with limited supervision, willing to handle concurrent tasks and make appropriate judgments and decisions.
- Ability to maintain a high level of confidentiality.

How to Apply:

- To apply, email your cover letter and resume to apply@sussexcountyhabitat.org
- Visit our website at www.sussexcountyhabitat.org for additional career opportunities.

Equal Opportunity Employment

Sussex County Habitat for Humanity is an Equal-Opportunity Employer. SCHFH will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. SCHFH will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.