



## JOB POSTING

### **Grants Administrator November 2017**

Adams County Housing Authority (ACHA) is seeking an intellectually curious, passionate and dynamic individual to join our team as Grants Administrator. Working in concert with ACHA leadership across programs and services the Grants Administrator role is a highly collaborative one, coordinating with department heads to lead, foster and facilitate ACHA's grants and proposal development pipeline. The Grants Administrator will plan, implement, monitor, and report out to both internal and external stakeholders including funders, ensuring compliance with all partners both public and private. Additionally, the Grants Administrator is tasked with, ensuring ACHA remains a vibrant and growing organization, driving the successful attainment of our mission to "Empower People and Strengthen Communities."

**Essential Duties and Responsibilities** include the following.

#### Grant Administration & Responsibilities

- Coordinate the preparation, assembly, delivery and tracking of the status of proposal documents according to funder requirements and agency procedures; this includes writing, formatting, proofing, and editing.
- Review, correct, develop, and document policies and procedures for grant management to fulfill grant requirements and federal, state, and local regulations.
- Collect and maintain up-to-date research on potential grant-making organizations and grant/contract opportunities; determine and assess eligibility criteria and deadlines; schedule implementation in coordination with pertinent program staff
- Develop, publish and monitor grant reporting schedule for all department managers. Approve all required grant program reports prior to submission of said report to appropriate funder.
- Maintain complete, accurate and timely hard and electronic files for proposals, awards, and other communication with funders.
- Design and maintain hard copies and electronic database tracking systems for proposals, grant/contract awards, deadlines, and reporting requirements; communicate with staff when reports are due.
- Create, verify and disseminate reports on grants/contract activity for internal use and/or funder requirements.
- Develop close working relationships and coordinate with program managers, accounting, and administration to collect and provide information, review and update as necessary, grant policies and procedures, communicate deadlines, and work collaboratively on grant and contract proposal writing and management.
- Create and disseminate program-related or target population-related statistics, best practices, or other trends relevant to proposal or program development and improvement.
- Develop and maintain an expert working knowledge of both HUD regulatory requirements and industry best practices in order to assess and correct, if necessary, ACHA's compliance with compliance requirements and to promote best practices within the organization (i.e. HUD's debarred list).

Please submit cover letter, resume and salary requirements to:

Adams County Housing Authority  
HR Department  
4430 S. Adams County Parkway, Suite W5000A  
Brighton, CO 80601

jobs@achaco.com  
Fax: 720-230-5017

Compensation commensurate with experience.

Adams County Housing Authority offers competitive compensation and an excellent benefit package which includes: medical, dental, vision, life, short term and long term disability, 401(k) match and participation in the Public Employer's Retirement Association. ACHA provides, to the greatest extent possible, employment, on the job training and contract opportunities for low – and very-low income residents in connection with projects and activities administered by the Housing Authority. We are an Equal Opportunity Employer, Gender/Minority/Veterans/Disabled.

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