



## Director of Grants and Compliance

### **Our Mission:**

The Homeless Families Foundation educates and nurtures children while empowering families to achieve stable housing and self-sufficiency.

### **Position Overview:**

This position reports to the **Program Officer** and is responsible for administrative oversight of federal, state, and/or local program grants received by HFF. This position works cooperatively with the Executive Officer, Program Officer, Program Directors and all HFF Teams to coordinate and submit competing and noncompeting applications and subsequent reports, and monitor compliance and performance of all grants and contracts.

### **Key Responsibilities:**

- Leads development and completion of all program grant applications and proposals; Manages grant process and cycle from start to finish
- Coordinates information needed to prepare competing and non-competing proposals, including developing a detailed task list, assigning tasks, working with program staff, identifying and reporting relevant data, delegating and/or completing written narratives, and working with financial and program staff to develop a budget
- Coordinates and submits all grant and contract reports and requests for information
- Maintains a master calendar of program grants and applications, including all associated files and correspondence; Incorporates all HFF Advancement Department grants into master calendar to coordinate program response and reporting
- Maintains library of grant support documents, including resumes, bios, IRS forms, Board/staff lists, etc.
- Works with HFF Leadership to assure execution of all program grant agreements, contracts, memorandum of agreements, etc.
- Maintains working knowledge of HMIS system in order to generate reports and gather necessary data for reporting and grant proposals
- Works with HFF Program and Finance Teams to maintain grant compliance and reporting, including coordinating summary reports related to performance outcome measurement and grant budgets
- Communicates and monitors grant contract requirements as well as grant deliverables to finance and program teams.
- Monitors and maintains funder reporting schedules and requirements
- Works with Program Director and HFF Teams to improve and/or identify new Quality Control measures needed for compliance and overall Quality Assurance Plan
- Works with Program Officer, Executive Director and Advancement Team to draft compelling progress reports and targeted program updates to funders that fully capture programmatic success
- Assembles all necessary supporting materials and documents, including budget reports, outcome measurements, success stories, etc. and submits to funders as appropriate
- Prepares and participates in audit and site visits from funding agencies, including informing programmatic, fiscal, and other staff of requirements and responsibilities and providing staff with ample time to gather materials
- Reviews performance against promised scope of work to determine whether HFF is meeting goals; Ensures all staff understand the requirements of particular scopes of work

- Communicates with staff about upcoming deadlines and grant cycles
- Monitors expenditures and meets regularly with Program and Finance teams to ensure grant funds are being managed appropriately and that expenditures are allowable and as budgeted
- Collaborates with the Advancement Department regarding Corporate and Foundation grants as requested
- Participates as needed in a Grants Roundtable meeting, to ensure that program staff and senior leadership have ample opportunity to discuss proposed funding opportunities, and prepares analyses of prospective funding opportunities to determine their appropriateness for HFF strategic planning
- Assists with management of sub-recipient monitoring
- Performs other duties as assigned

### **Qualifications:**

- Congruence with agency mission and values required
- Bachelor's degree in social work or related field required, Master's Degree preferred
- 2+ years' experience in grant writing and management of grants
- 2+ years' experience in quantitative data collection, analysis, interpretation, and reporting
- Experience with, or capacity to learn, new data systems, visualization techniques and software
- Familiarity with Columbus' Homeless Management Information System (HMIS) and non-profit database and reporting requirements
- Advanced facility in Microsoft Excel and database management including pivot tables, graphs, charts and dashboards
- Excellent communication skills and ability to motivate teams to provide necessary information
- Superior ability to translate technical data and analysis into understandable, actionable language for program staff
- Strong cultural competence and trauma-informed practices, including ability to communicate with a diverse population
- Extremely detail-oriented and analytical
- Capacity to maintain strict confidentiality
- Ability to adapt and prioritize to reflect changing program needs
- Knowledge of federal, state, and local public policies, regulations, and guidelines relative to homelessness, affordable housing and education.
- Valid driver's license, proof of automobile insurance, ability to drive an agency vehicle, ability to successfully pass a pre-employment drug screen, and ability to pass a criminal background check required
- Physical ability to lift and carry file boxes and supplies up to 25 lbs. occasionally required