

Grants Administrator

Community Shelter Board (CSB) seeks a non-exempt, full-time Grants Administrator.

Community Shelter Board is an award-winning non-profit organization leading a community effort to make sure everyone has a place to call home. We are seeking a professional, self-motivated team member who will be responsible for public grants administration and compliance in support of programs that serve people experiencing homelessness.

You'll have the opportunity to work in a fast-paced environment in this full-time position. Minimum qualifications are a Bachelor's Degree or comparable experience and at least two years' experience in an office setting. The ability to maintain multiple projects simultaneously and prioritize work is critical. A successful candidate must have strong analytical and reasoning abilities, good writing skills, and well-developed interpersonal skills.

CSB offers a competitive salary, an excellent benefit program including health, dental, and vision insurance coverage, life insurance, 401(k) plan and employer retirement plan, flexible spending accounts, and generous paid time off. We also offer a flexible work environment combining some in-office time and remote work. Learn more about CSB at www.csb.org. Interested applicants should submit resume and cover letter to hr@csb.org by October 22, 2021. Community Shelter Board is an Equal Opportunity Employer and conforms to all applicable employment practices. We strongly encourage diverse applicants to apply.

Title of Position: Grants Administrator - CoC

Pay Range: \$55,000 - \$65,000

Status: Non-Exempt, full-time

Benefits: Medical, prescription, dental, vision, life, disability, retirement plan, Section 125 cafeteria benefit plan, and paid leave.

Reports to: Grants and Compliance Director

Unit: Grants and Compliance Administration

BASIC FUNCTION

This position is responsible for working with the Grants Director to implement the public grants administration strategy for the organization.

EFFECT ON END RESULTS

This position is primarily concerned with the achievement of the goals for the organization by ensuring that public funder contractual obligations are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manage the annual HUD Continuum of Care (CoC) Process and any other federal grant application processes, including all community meeting processes, and the preparation of annual HUD CoC application and other federal grant applications for the community.
 - a. Annually, develop and obtain approval for the Continuum of Care governing body's Annual Plan.
 - b. Ensure all CoC meetings occur per the Annual Plan.
 - i. Adhere to project timelines.
 - ii. Complete tasks on time and prepare meeting materials timely and accurately.

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- iii. Ensure the appropriate internal reviews are completed.
 - c. Manage CoC meeting processes, including scheduling, meeting materials, logistics, meeting minutes, and orientations for new members.
 - d. Submit Point-in-Time Count and Housing Inventory Chart data annually per HUD requirements.
 - e. Develop and manage CoC application process plan with clear accountabilities and ensure plan is available to all staff with associated accountabilities. Serve as Team Leader for this process.
 - f. Manage CoC processes to result in accurate and complete Grant Inventory Worksheet, registration, project applications, and CoC Consolidated Application submitted no later than the deadline, but preferably 1 business day in advance of the deadline.
 - g. Manage any and all additional administrative processes related to CSB's designation as a Unified Funding Agency.
 - h. Update and maintain Permanent Supportive Housing Unit Summary, PSH cost matrix, and housing development documentation.
 - i. Update and maintain CoC information on www.csb.org, as indicated.
2. Assist with ensuring the fair and appropriate administration of partner agency program review and certification (PR&C) process for all agencies, in accordance with CSB PR&C Standards and HUD HEARTH requirements.
 - a. Assist with annual review of all partner agencies.
 - b. Review and suggest changes to PR&C Standards and monitoring policies and procedures
 - c. Work with partner agencies to address areas of non-compliance, including (but not limited to) additional site visits, technical assistance, file reviews, and training procedures, as needed.
 - d. Compile and analyze data for on-site visits and technical assistance meetings, as needed.
3. Administer the partner agency contract activities for CoC-funded programs, including reallocation process.
4. Monitor CoC-funded partner agencies to assure compliance with all applicable contracts, regulations, and laws governing non-profit operations.
 - a. Review CoC-funded partner agency invoicing and any applicable conditions for compliance on a monthly basis.
 - b. Track CoC invoicing and make CoC draws through eLOCCS.
 - c. Track CoC spend-down and match requirements
5. Assist with public and United Way grant applications, including proofing and editing of proposals, gathering support documentation, coordination of letters of support and follow-up, final grant preparation, and submission.
6. Manage the annual City of Columbus Shelter Capital Improvements Request For Proposals process.
7. Manage CSB letter of support process.
 - a. Ensure that requests for letters of support are processed in a timely manner according to CSB procedures and standards.
 - b. Draft letter content and ensure the appropriate internal reviews and approvals are completed.
8. Assist with Gateway process.
 - a. Review and suggest improvements to process and materials.
 - b. Post materials to website.
 - c. Manage partner agency spring and fall one-on-one meetings, including scheduling, agenda preparation, and preparation and distribution of meeting notes.
9. Manage self and position responsibilities in a manner which is congruent with CSB values, mission, policies, and procedures.

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OTHER FUNCTIONS

1. Provide technical assistance to CoC partner agencies within the scope of authority.
2. Maintain rolodex and update website as needed.
3. Attend other agency and/or organizational meetings as requested.
4. Assure that effective communication is maintained within areas of responsibility.
5. Provide back-up staffing for the Grants department, as needed.
6. Maintain complete and adequate files, records and documentation.
7. Actively participate in staff meetings.
8. Effectively collaborate internally with other CSB staff to ensure best possible work products are delivered.
9. Complete other duties as requested.
10. Contribute to an atmosphere of dignity, respect, and diversity, and adhere to CSB's Code of Conduct. Ensure equal treatment of others without regard to race, religion, color, national origin, ethnicity, ancestry, sex, sexual orientation, gender identity and expression, age, disability, veteran status, familial status, or socio-economic status.

KEY LEADERSHIP COMPETENCIES

1. Is adept at gaining the trust and respect of both internal and external customers; dedicated to meeting customer expectations and requirements.
2. Is able to marshal resources, information and activities in an effective and efficient manner to accomplish a goal.
3. Can accurately plan projects/tasks with regards to length and difficulty. Can set objectives and goals and anticipate plan for roadblocks. Can establish processes in order to work efficiently. Is able to plan tasks and projects in a detailed and thorough manner.
4. Is able to focus on critical tasks, appropriate time accordingly, and make decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure.
5. Understands group dynamics, roles, and needs of groups and their members.
6. Written communications convey messages and information in a clear and concise manner.

SKILLS, KNOWLEDGE & ABILITIES

1. Proven competency in writing skills and communication skills, both oral and written.
2. Excellent organization skills.
3. Excellent time management skills.
4. Excellent project and process management skills.
5. Proven ability to work independently and manage deadlines.
6. Proven ability to manage large amounts of information effectively.
7. Ability to get along with diverse personalities.
8. Skilled in Microsoft Windows, Outlook, Word, Excel, PowerPoint, and Internet.

PHYSICAL OR MENTAL DEMANDS

1. High energy level, comfortable performing multi-faceted projects in conjunction with normal activities.
2. Ability to maintain multiple projects simultaneously.
3. Strong analytical and reasoning abilities.
4. Well-developed interpersonal skills; ability to get along with diverse personalities; tactful, mature, flexible.
5. Ability to establish credibility and be decisive while supporting the agency's needs and priorities.

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REQUIRED EDUCATION/EXPERIENCE

1. Congruence with agency mission and values.
2. Bachelor's Degree or comparable experience with at least two years' experience in an office setting.
3. Must have a valid Ohio driver's license, proof of automobile insurance, and pass a criminal background check.

PREFERRED EXPERIENCE

1. Experience working with homeless or other disadvantaged populations.
2. Experience with federal regulations.
3. Experience with financial processes, including invoicing.

Job Outcomes Monitoring and Reporting:

1. Documented quarterly job performance discussions with supervisor.