

Community Shelter Board
Working to end homelessness
Position Description

Community Shelter Board is an award-winning non-profit organization working to end homelessness in Columbus and Franklin County. We are seeking a professional, self-motivated Grants Administrator to implement the public and private grants administration strategy for the organization, ensuring funder requirements are met and program funds are administered according to applicable regulations, standards and guidelines to ensure financial and legal accountability. You will have the opportunity to work in a fast-paced environment in this full-time position. Multi-tasking, prioritizing, and excellent analytical skills are critical. A successful candidate must be resourceful, organized, engaged, and detail oriented.

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 an attractive, comfortable work setting. Learn more about CSB at www.csb.org. Interested applicants should submit résumé and cover letter to hiring@csb.org. EEO. We encourage diverse applicants to apply.

Title of Position: Grants Administrator - CoC

Pay Range: \$46,000 - \$56,000

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 and private 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 private and public funder contractual obligations are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages 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. Annual Plan for the Continuum of Care governing body is developed and approved annually.
 - b. 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.
 - iii. Ensure the appropriate internal reviews are completed.
 - c. Preparation and submission of the Point-in-Time Count and Housing Inventory Chart data annually per HUD requirements.
 - d. 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.
 - e. Manages CoC project review process 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.

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- f. Manages any and all additional administrative processes related to CSB's designation as a Unified Funding Agency.
- g. Current Permanent Supportive Housing Unit Summary is maintained and updated, as indicated.
- h. CoC information is maintained and updated on www.csb.org, as indicated.
2. Assists 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. Assists with on-site review of all partner agencies.
 - b. Works with partner agencies to address areas of non-compliance, including (but not limited to) additional site visits and training procedures, as needed.
 - c. Compiles and analyzes data for on-site visits and technical assistance meetings, as needed.
3. Administers the partner agency contract activities for CoC-funded programs.
4. Assists with annual financial report summaries, as needed.
 - a. Prepares annual report templates and distributes templates to partner agencies.
 - b. Compiles information submitted by partner agencies into an aggregate annual report. Finalizes aggregate annual report in a timely manner, for presentation to the CoC.
5. Monitors CoC-funded partner agencies to assure compliance with all applicable contracts, regulations, and laws governing non-profit operations.
 - a. Reviews CoC-funded partner agency invoicing and any applicable conditions for compliance on a monthly basis.
 - b. Tracks CoC invoicing and makes CoC draws through eLOCCS.
6. Provides assistance with public grant applications and United Way renewal grants including proofing and editing of proposals, gathering support documentation; coordination of letters of support and follow-up and final grant preparation, and submission.
7. Manages CSB letter of support process.
 - a. Ensures that requests for letters of support are processed in a timely manner according to CSB procedures and standards.
 - b. Ensure the appropriate internal reviews and approvals are completed.
8. Manages partner agency spring and fall one-on-one meetings.
 - a. Schedules one-on-one meetings with partner agencies and CSB staff.
 - b. Prepares agendas and other material, as needed, for one-on-one meetings.
 - c. Prepares and distributes meeting notes to partner agencies and CSB staff.
9. Manages self and position responsibilities in a manner which is congruent with CSB values, mission, policies, and procedures.

OTHER FUNCTIONS

1. Provides technical assistance to CoC partner agencies within the scope of authority.
2. Attends other agency and/or organizational meetings as requested.
3. Assures that effective communication is maintained within areas of responsibility.
4. Provides back-up staffing for the Grants department, as needed.
5. Maintains complete and adequate files, records and documentation.
6. Active participant in staff meetings.
7. Effectively collaborates internally with other CSB staff to ensure best possible work products are delivered.
8. Other duties as requested.
9. Contributes 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.

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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 grant 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 multi-task and maintain/oversee 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.

EDUCATION/EXPERIENCE & OTHER REQUIREMENTS

1. Congruence with agency mission and values.
2. At a minimum a Bachelor Degree with at least three years experience in an office setting, Masters Degree preferred.
3. Experience working with homeless and other disadvantaged populations preferred.
4. Must have a valid Ohio driver's license, proof of automobile insurance, and pass a criminal background check.

Job Outcomes Monitoring and Reporting:

1. Documented quarterly job performance discussion with supervisor.

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