Fremont Area Habitat for Humanity
Job Description

JOB TITLE: Grant Administrator
REPORTS TO: Executive Director
LOCATION: 226 E. 2nd Street, Fremont, NE 68025
EMPLOYMENT TYPE: Permanent/Full-time
CLASSIFICATION: Exempt
SALARY: $55,000 annual salary

Position Summary

The Grant Administrator for Fremont Area Habitat for Humanity is dedicated to completing required reporting for all Habitat grants, including compiling required information, and usage of Amplifund or other portals to submit grant reports. The Grant Administrator will also identify other funding opportunities and work with the Executive Director to secure additional financial support. Ensuing compliance with grant requirements and deadlines will be essential.

This position will work with Habitat staff to help support construction of affordable housing opportunities and engage with housing partners within our communities to determine additional needs and grow the organization.

Essential Duties

Commitment to the Habitat mission and share a passion to influence others to share our vision; ability to work with people of all races, faiths and backgrounds is a must.

Program Reporting & Support:

· Collect relevant housing data from various sources to inform decision-making.
· Analyze data to identify trends, gaps, and opportunities for improvement.
· Utilize data to complete grant reports and grant applications.

Grant Administration/Grant Writing:

· Identify funding opportunities and write directed grants to secure financial support for current and expanded housing and community development initiatives.
· Develop compelling grant proposals that align with the agency's goals and objectives.
· Prepare and submit grant reports, detailing the impact and outcomes of funded programs.
· Ensure compliance with grant requirements and deadlines.
· Work with Executive Director to ensure grant goals are being met; Monitor the success of funded programs and initiatives, ensuring they meet stated goals and objectives.
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Knowledge, Skills, Abilities and Professional Attributes:

· Knowledge of affordable housing, local government operations and/or human services programs.
· Effective communication and relationship-building skills.
· Competence in monitoring and evaluating grant applications and requirements.
· Proficiency in grant writing and reporting.
· Speak clearly and persuasively, listen carefully to others, and proactively keep others informed.
· Communicate in writing with styles that are approachable and respectable, editing work for spelling and grammar, presenting numerical data effectively, and interpreting written communication.
· Maintain confidentiality, remain open to other ideas, and exhibit willingness to try new things.
· Adapt to changes in the work environment, managing competing demands, and dealing with frequent changes, delays, or unexpected events.
· Demonstrate accuracy and thoroughness, monitoring own work to ensure quality.
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Preferred Education and Experience

· Bachelor's degree in public administration, community development, social work, or a related field preferred
· Three years of experience in nonprofit organizations, community development, housing programs, real estate development, or a related field.
· Experience in grant writing and reporting.
· Equivalent combinations of education, training, and experience will be considered.
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Special Requirements

· Must possess a valid State Driver's License and an operable vehicle.
· Pass background check
· Internal and external applicants may be requested to take and pass drug screening.
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Benefits

Fremont Area Habitat for Humanity offers:
· 3% match in employer SEP program
· Flexible paid time off
· A $200/month health stipend for full-time employees.
· $50/month HSA
· $50/month phone reimbursement for use of cell phone (FT)
· Access to EAP program at no cost to employee.