

Job Announcement

Grants Manager

About the National Fair Housing Alliance

The National Fair Housing Alliance (NFHA) has an immediate opening for a dynamic, results-oriented visionary to serve as the Grants Manager. NFHA leads the fair housing movement and is the nation's only national organization exclusively dedicated to eliminating all forms of housing discrimination and ensuring equitable housing opportunities for all people and communities. We have a diverse, experienced, mission-driven, and impactful team that has developed equity-based policies at the federal, state, and local levels to expand fair housing opportunities; brought precedent-setting litigation to eliminate some of the most heinous forms of housing discrimination; conducted groundbreaking research to promote equitable solutions; and invested millions of dollars in underserved communities. We have solid relationships, built on trust, with national, regional, and local organizations, and we effectively draw upon these connections to reach vital goals. We are game changers that millions of people rely upon to advance fair housing.

Where you live matters. It affects every aspect of your life and determines whether you have access to the options and opportunities we all need to thrive. Yet despite important existing federal laws, more than 4 million acts of housing discrimination occur in the U.S. each year, and housing inequality remains stubbornly entrenched. That is why—through its education and outreach, member services, public policy, and advocacy, housing and community development, tech equity, enforcement, and consulting and compliance programs—NFHA is dismantling longstanding barriers to equity, rooting out bias, and building diverse, inclusive, well-resourced communities.

To learn more about NFHA, please visit <https://nationalfairhousing.org/>.

Grants Manager

Department: Development

Supervisor: Vice President of Development

Location: Washington, D.C. (hybrid); remote considered

Status: Full-time Exempt

Position Summary

NFHA seeks an experienced Grants Manager to manage NFHA's overall grants efforts to include identifying new funding opportunities, drafting grant proposals and reports, managing the schedule of proposals and reporting deadlines, ensuring grant agreement compliance, and managing grant databases. NFHA seeks grant funding from a variety of institutions, including federal agencies, corporations, and foundations. The Grants Manager will report to the Vice President of Development.

Duties & Responsibilities

- Identify funding needs and opportunities and attend strategy meetings.
- Conduct research and gather internal and external data to support requests.
- Create, update, and manage the grant calendar, ensuring that NFHA meets proposal and reporting deadlines.
- Prepare, draft, and iterate grant proposals with relevant senior staff. Assemble grant proposals and reports, coordinating requests across departments to fulfill reporting needs.
- Support cultivation and stewardship of current and potential federal agencies and institutional funders.
- Ensure all relevant contacts, details, and records as well as moves management activities for federal agencies and institutional funders are accurately captured in Salesforce.
- Communicate the proposal strategy and progress to other organizational stakeholders and obtain input and signoff on content from NFHA departments as needed.
- Write and edit executive summaries, conclusions, and organizational and program descriptions.
- Assemble and oversee the printing and digital presentation of proposals, including text and graphics.
- Ensure grant agreement compliance.
- Collaborate with the finance team on the development of grant budgets and financial reporting.
- Provide support for other development activities as needed.

Qualifications

- Bachelor's degree, or equivalent experience, and a minimum of 5 years of experience in grants management, including writing and developing successfully funded grant proposals and funding applications to federal agencies and institutional funders.
 - Excellent written, verbal, and interpersonal communication skills.
 - Experience developing, implementing, and executing project plans.
 - Experience managing grant proposals from federal agencies and institutional funders.
 - Ability to work both independently and as a member of a team.
 - Strong organizational skills, with attention to detail.
 - Excellent computer skills including demonstrated experience using Microsoft Office, Salesforce, and grants portal experience.
 - Strong math and data analysis skills.
 - Ability to manage multiple simultaneous deadlines.
 - Ability to represent NFHA professionally and authentically. A high energy and passion for NFHA's mission are essential.
 - Commitment to contributing to a diverse, equitable, and inclusive work culture.
 - Experience with U.S. Department of Housing and Urban Development (HUD) grant programs is a plus.
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Application Process:

The salary range for this role is between \$75,000 - \$95,000. Salary is commensurate with experience. NFHA offers:

- 100% paid health, vision, and dental coverage for employees and family
- 100% paid life, long-term disability, and long-term care insurance
- Generous employer contribution to 403(b) retirement benefit plan
- Comprehensive paid time off benefits, including holidays, vacation and sick leave

Interested applicants should send a resume and cover letter via email to careers@nationalfairhousing.org with a subject line of: Grants Manager Applicant. Incomplete applications will not be considered. No telephone calls, please.

Applications are due by September 8, 2023.

Affirmative Action/Equal Opportunity Statement:

NFHA values and encourages diversity in its workforce. NFHA supports affirmative action and is dedicated to promoting equal employment opportunities. NFHA does not discriminate on the basis of race, color, religion, national origin, ancestry, citizenship, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, disability, matriculation, political affiliation, or any other category or characteristic protected by the laws of the United States or the District of Columbia.