



Grants Coordinator
POSITION ANNOUNCEMENT
Supportive Housing Communities

ORGANIZATION

The mission of Supportive Housing Communities (SHC) is to provide affordable housing to alleviate homelessness and human suffering. The organization uses a permanent supportive housing approach, which links permanent, affordable rental housing with access to flexible, voluntary supportive services (health care, mental health/substance use treatment and employment services). The organization owns two housing complexes and utilizes privately-owned rental units scattered throughout Mecklenburg County to provide affordable housing options. As part of its housing model, SHC also provides comprehensive programs and services specifically targeted to provide the chronically homeless with the support and skills needed to remain stably housed and independent, including comprehensive case management, mental health counseling services and a supportive employment program.

SHC has 38 employees and a \$4.9 million annual budget.

POSITION AND RESPONSIBILITIES

The Grants Coordinator will play an essential role in helping the Development team at SHC achieve a fundraising goal during the current fiscal year. This role will manage a portfolio of donors and prospects and will work towards building relationships that will benefit the mission of the organization. The Grants Coordinator is part of the Development team and reports to the Director of Development.

The primary responsibilities of the Grants Coordinator include, but are not limited, to the following:

- Responsible for assisting the Development team in achieving annual revenue goal.
- Use stewardship plan to cultivate assigned foundations and funders.
- Research former and new leads for grant opportunities.
- Ensure that SHC meets all grant deadlines, including reporting.
- Notify SHC leadership about grant awards within 24 hours of notification and include Grants Memo with deliverables.
- Ensure that weekly maintenance is done in grants system, including: uploading all copies of final grants to SHC shared folders and ensuring tracker is kept up to date.
- Write grant requests for financial support.

- Ensure that all grant narratives remain current and updated as needed before grant submissions.
- Attend networking opportunities in the community to develop relationships for SHC.
- Other duties as assigned by manager or Leadership team.

EXPERIENCE AND EDUCATION

The ideal candidate will have the following capabilities and qualities:

- A passion for ending chronic homelessness, poverty and understanding of the SHC mission and the community in which it serves;
- Bachelor's degree in Communications or similar area;
- 3 years experience of nonprofit fundraising, specifically in grant writing;
- Proven track record of successful grant writing
- Ability to work independently and on a team, be goal oriented and manage multiple priorities;
- Excellent verbal and written communication skills are a must;
- Flexible schedule in support of fundraising and other organizational events and activities.

COMPENSATION

The expected hiring range is \$45,000 - \$50,000, with a full benefits package.

APPLICATION DEADLINE

Applications will be reviewed starting Monday, May 23rd. Applicants must include a cover letter with resume to be considered for the position. Please also indicate where you learned of the opportunity. Please note that only those candidates invited for screening will be contacted.

ADDITIONAL QUESTIONS

Please direct questions to Jessica Williams, Director of Development via email Jessica@aplacetoliveagain.org.

Supportive Housing Communities provides equal employment opportunities to all persons without regard to race, color, creed, age, sex, religion, disability, nationality, or sexual orientation, and promotes the full realization of this policy through a positive, continuing program of affirmative action.