

JOB DESCRIPTION



Job Title:	Grant Writer	Reports to:	Chief Executive Officer (CEO)
Status:	Full Time, Regular	FLSA:	Non-Exempt
Department:	Administration	Location:	IRHA Administrative Office
Schedule:	Monday through Friday	Hours:	8 AM to 4:30 PM
EEO-1:	Professionals	SOC Code:	43.9199
Approved By:		Date:	

Job Summary: Identify and apply for various grants and other potential funding sources that meet the organization's needs, overseeing the grant process from beginning to end. Provide reporting of grants to reporting agencies and supervisor.

Essential Functions:

- Researches various types of grants available and the criteria to qualify for each grant.
- Discusses available sources to of funding with management team.
- Compiles necessary information for the application process through collaboration with employees, database research, and other factfinding actions and meetings.
- Drafts and completes grant applications according to application requirements.
- Ensures grant is submitted on time and within application parameters.
- Completes all documents, forms, or reports required by grants.
- Coordinates the monitoring and evaluation of programs and projects that are funded by grants.
- Develop and maintain master files on grants and paperwork connected to grants.
- Maintains consistent reviews of grant activities to ensure compliance of regulations and requirements.
- Maintains contact with funding agencies, Finance Department and auditors in matters related to awarded grants.
- Communicates and provides feedback routinely for grant proposals, regulations, and requests from granting agencies to management team.
- Monitors post-award activities to assure compliance with applicable regulations and requirements.
- Provide recommendations on terms and conditions of awarded grants, address any grant issues and provide information to the management team.
- Review and provides details to the CEO before the grant is signed.
- In coordination with the Finance Department assist with grant reporting required by the funding agency.
- Develop and maintain a grant resources library and grant proposal template.
- Serve as liaison between funding agencies and Interior Regional Housing Authority (IRHA).
- Maintains a grant report deadline and extension calendar.
- Ensure preparation, assembly, and delivery of proposal documents.
- Manages grant activities by coordinating directly with the Housing & Planning Departments on approved program projects. Coordinate with the Construction Department on the pending grant projects to be completed.
- Assist in business development activities to help build and expand IRHA's services and revenue activities as directed.
- Provides information as required by funding sources on behalf of IRHA to Tribes that have designated IRHA as their Tribally Designated Housing Entity.
- Inform and assist Tribes on potential grant funding sources.
- Research energy efficient and alternate energy technologies for integration in IRHA projects with regards to potential grants.
- Conduct research and funding search activities to identify housing project grants and opportunities.
- Conduct client and partner relations activities, including phone communications, written and email

correspondence. Coordinate with Tribal offices as needed.

- Perform and assist with a needs analysis on community housing needs for Tribes served by IRHA.
- Perform duties in compliance with established local, state, and federal laws, rules and regulations, and policies and procedures of Interior Regional Housing Authority.
- Assist Procurement and Contracts Specialist with drafting contracts for grant specific activities, as well purchasing for potential grants.
- Ability to travel.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Thorough understanding of local, state, and federal funding sources and the ability to locate potential sources for funding.
- Thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations.
- Excellent verbal and written communication skills.
- Thorough understanding of grant writing techniques.
- Proficient in Microsoft Office Suite or related software.
- Extremely organized and meticulous with details.
- Ability to meet deadlines.
- Ability to interpret financial data and prepare financial grant reports.
- Ability to be discreet with personal information that may be needed for grants such as employee salaries or upcoming projects.
- Advance analytical skills for monitoring, reporting, and auditing.
- Ability to manage oversight of grants from beginning through end.
- Exceptional interpersonal, integrity, respect for confidentiality, sound judgment and decision-making skills.
- Able to effectively work and communicate with diverse groups as well as individuals
- Ability to understand and follow written and verbal instructions.
- Ability to meet grant funded schedules with dependability and consistency.
- Ability to understand and knowledge of alternative energy sources and energy efficiency strategies.
- Ability to learn and interpret HUD statutes and regulations.
- Ability to learn, interpret and apply complex and technical regulations, policies and procedures as related to the Native American Housing Assistance and Self Determination Act, private sector funding processes, familiarity with funding sources which apply specifically to the interests of Alaska Native Tribal or Non-Profit entities.
- Ability to develop and maintain positive and effective relationships with partner agencies and IRHA clientele.
- Ability to perform independently and as a member of a team.
- Ability to accurately perform mathematical computations.
- Ability to use tact, discretion and courtesy in dealing with clients and the public in the course of work.
- Ability to establish and maintain working relationships with managers, employees and others encountered in the course of work.
- Ability to positively and professionally represent IRHA in business and related public activities.

Supervisory Responsibilities:

No supervisory responsibilities.

Qualifications:

- Bachelor's degree in related field.
- Three years' experience in grant writing.
- Equivalent combination of training and experience may be substituted upon review.

Preferred:

- Degree in business management or related field.
- Three years of experience with housing projects and grants in Alaska.

WORKING ENVIRONMENT: The majority of the work is performed in a professional office setting with a wide variety of people in differing functions, personalities and abilities.

PHYSICAL DEMANDS: An individual will be required to work the majority of hours in a general office environment, and will need to be able to quickly respond to a change in work demands. Occasional light lifting (1-25 lbs) is required. [Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions].

REASONABLE ACCOMODATION: It is IRHA's business philosophy and practice to provide reasonable accommodations, according to applicable state and federal laws, to all qualified individuals with physical or mental disabilities.

This job description is not an employment agreement or contract. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.