



## POSITION DESCRIPTION

|                             |   |
|-----------------------------|---|
| <b>JOB TITLE:</b>           | <b>Grants &amp; Contracts Administrator</b>       |
| <b>DEPARTMENT:</b>          | <b>Fundraising</b>                                |
| <b>FLSA STATUS:</b>         | <b>Non-Exempt</b>                                 |
| <b>REPORTS TO:</b>          | <b>Director of Resources &amp; Communications</b> |
| <b>SUPERVISES (DIRECT):</b> | <b>None</b>                                       |
| <b>REVISED:</b>             | <b>October 6, 2022</b>                            |

---

### ABOUT HIP:

Housing Initiative Partnership (HIP) is an innovative, green nonprofit housing developer and counseling agency dedicated to revitalizing neighborhoods. HIP creates housing and economic security for low- and moderate-income households and provides services that improve the quality of life in the communities we serve across Maryland.

HIP operates three offices in Hyattsville, Germantown and Gaithersburg, MD. We are actively seeking candidates to fill the newly created position of Grants & Contracts Administrator. This role is a great fit for a collaborative person who has experience with the financial reporting of grants and government contracts. During the COVID-19 pandemic, the Grants & Contracts Administrator will maintain a hybrid work schedule with office hours in HIP's main office in Hyattsville and some remote work from home.

### POSITION SUMMARY:

- The Grants & Contracts Administrator plays a key role with both the fundraising and finance teams of our growing organization. The position will support the timely, effective and efficient functioning of HIP's government-sponsored funding sources, including local, county, state, and federal grants and contracts. This role will not manage grants through the writing and submission stage.
- Collaborate across the organization to ensure smooth and timely grant award processing, grant/contract reporting, grant allocation, accurate spending against contract budgets, and compliance with funder requirements and applicable laws.
- Work with teams throughout the organization to ensure government grants, contracts and reports are current, oversee and implement plans for the efficient management of all grants accounting activities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work closely with HIP's Director of Resources & Communications, Director of Housing Counseling, and Finance Dept to ensure compliance in all areas related to grant and contract management for the housing counseling and housing development programs.
- Perform administrative tasks, Review awarded grants to compile resource requests, service and equipment needs. Assist with creating budgets for grant applications, participate in development of budget templates and expenditure tracking.

- Assist all contract-funded staff in the tracking and reconciliation of monthly expended grant hours against contract budgets.
- Assist in preparation and submission of progress reports.
- Prepare and submit invoices and reimbursement requests to government funders, with the assistance of the bookkeeping contractor.
- Work with Contract Accountant to track Accounts Receivable to ensure invoiced funds are received.
- Collaborate with Director of Resources & Communications in building and enhancing donor-prospect database and cross-departmental financial tracking to ensure accurate information and reporting.
- Maintain standard operating procedures (SOP) for data entry and reporting in the database, and develop new SOPs as needed.
- Keep abreast on laws and regulations that apply to sponsored projects and designated funds.
- Participate in trainings and webinars as needed.

#### **QUALIFICATIONS, KNOWLEDGE & SKILL REQUIRED:**

- Bachelor's degree plus three (3) years progressively responsible experience related to affordable housing, fundraising, or accounting in a nonprofit environment or related field.
- Direct prior experience in a grants management role, or strong ability to read and interpret funder documents and organizational budgets/spreadsheets is desired.
- Ability to work with a wide diversity of vendors, partners, funders and donors.
- Excellent written and oral communication skills. Strong writing, proofreading and editing skills.
- Strong attention to detail and advanced problem-solving skills.
- Well organized, self-starter with ability to establish priorities and meet deadlines.
- Positive attitude and excellent customer service skills with ability to work in a fast-paced environment and juggle multiple competing tasks and demands.
- Tech savvy. Proficiency in the Microsoft Office Suite and Salesforce. Familiarity with remote database applications, fundraising software/donor management systems.

#### **COVID-19:**

As a condition of employment, all external candidates must provide proof that you are fully vaccinated from COVID-19, as of your first day of employment, unless a request for an accommodation has been approved or agreed to. If you are not vaccinated, you must agree to having testing done at least once a week.

- "Fully vaccinated" means two (2) weeks have passed since your last dose of a two-dose series, or two (2) weeks after a single-dose vaccination
- During the COVID-19 pandemic, the Grants & Contracts Administrator may have limited on-site office hours. Remote work from home may be required.

#### **EXPECTED HOURS OF WORK:**

This is a full-time, non-exempt position. Typical workdays are Monday through Friday, with a total of 37.5 hours worked a week between the hours of 8 a.m. and 6:30 p.m. Occasional evening

or weekend hours for community/board meetings related to projects and/or special events; additional work hours as required. HIP offers a hybrid work schedule.

**ADA SPECIFICATIONS:**

This position is primarily sedentary at home or in the Hyattsville office and may require some bending and lifting up to 30lbs. This position may require local travel as needed.

**SALARY AND BENEFITS:**

Salary range is \$50,000 – \$55,000 annual salary, depending on experience. HIP offers a competitive benefits package including health, dental and vision insurance, long-term disability, 401-K matched contribution, generous paid vacation, holidays and sick leave.

**HOW TO APPLY:**

To be considered, please email a cover letter and resume to Lesia R. Bullock, Director of Resources & Communications at [lrbullock@hiphomes.org](mailto:lrbullock@hiphomes.org). Place “Grants & Contracts Administrator” in subject line. No phone calls, please.

Housing Initiative Partnership, Inc. (HIP) is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, genetic information, age, or military or veteran status in accordance with federal law. In addition, HIP complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. HIP also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.