Our Towns Habitat for Humanity, an affiliate of Habitat for Humanity International, is a nonprofit, 501c3 ecumenical organization that brings people together to build homes, communities and hope. Habitat homes are sold through affordable, no profit mortgages. Our Towns Habitat for Humanity serves families in North Mecklenburg and Iredell counties, including the communities of Mooresville, Cornelius, Huntersville, Davidson and Statesville.

**Position Summary**

The Grants Coordinator is responsible for writing and managing grant proposals to enable Our Towns Habitat for Humanity (OTH) to fulfill its stated mission and purpose by performing the following duties.

**Core Responsibilities**

* Writing grant proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects.
* Conduct prospect research on foundations, corporations and government agencies to identify and evaluate prospects for grant funding. This position will research potential grant funding to determine whether there is a match between the funder’s initiatives and OTH needs.
* Responsible for conducting the full range of activities required to prepare, submit and manage grant proposals to grantor sources.
* Collaborate with other departments to gather information necessary for writing compelling and accurate grant proposals. He/she should develop an in-depth understanding of OTH and its programs. He/she should also develop relationships with key program staff and take a proactive approach in assigning tasks across departments—providing support and assistance throughout the process.
* Comply with all grant reporting as required by grantors and donors. He/she must collaborate with other departments to track and report to ensure grant compliance.
* Establish, cultivate and maintain personal contact and relationships with grantor contacts and donors, including work with the other development staff to provide regular written updates to grantors and donors. Make appointments for the CEO and other relevant development staff with foundation officers and other prospects. He/she works closely with the others on the development team to ensure that relationships with funding agencies are maintained and cultivated. Arrange for onsite tours for grant site reviewers or foundation grantors.
* Maintain current records in the donor database and in paper files, including grant tracking and reporting including, but not limited to monitoring all paperwork connected with grant-funded programs, keeping a record of all grant and foundation activity in the database.

1. Perform any other job related duties as assigned.

**Qualifications**

A bachelor’s degree; two years experience in government grant/research writing is strongly preferred; the ability to craft funding proposals in a clear and compelling manner; self-motivated; detail-oriented with strong analytic and organizational skills; excellent research skills; proficient in donor database computer applications. Computer literate and familiarity with word processing and spreadsheet software. Must also be able to use general office equipment.

**Salary/benefits:** This is a full time opportunity. Salary negotiable; PTO, holidays, health care benefits as per established OTH policy.

This is an excellent opportunity to work for an organization that has the mission to bring people together to build houses, communities and hope! Interested candidates please send resumes with salary history to [recruiting@employersadvantagellc.com](mailto:recruiting@employersadvantagellc.com). Please no phone calls or agencies.

Our Town’s Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law