

Black Hills Area Habitat for Humanity

Grants & Compliance Administrator

Reports To: Operations Manager

Cooperates Closely With: Controller, Resource Development Administrator, and ReStore Manager

Job Type: Part-time/Non-exempt

Black Hills Area Habitat for Humanity is a non-profit Christian ministry that seeks to put God's love into action by bringing people together to build homes, communities and hope. We partner with families to build and repair simple, decent affordable housing.

Position Summary:

The Grants & Compliance Administrator will identify, develop, monitor, evaluate and perform grant activities including writing grant applications and grant reports. Managing all grant funders including Capacity Build funds, Community Development Block Grant funds, South Dakota Housing Development Authority funding will be a portion of the work. They will also monitor affiliate grants compliance in accordance with grant agreements and terms and work closely with the Controller and Operations Manager and ensure that the affiliates various policies, procedures and financial guidelines are in compliance.

Key Qualifications

1. Understanding and support of Black Hills Area Habitat for Humanity Mission.
2. Pleasant and encouraging attitude.
3. A team player, flexible, quick thinking and able to work under pressure.
4. Strong communication skills, both oral and written.
5. Exhibit affiliate core values of loyalty, integrity, faith, trust and servant heart.
6. Extensive computer skills including email, internet research, Microsoft Office applications and data entry.
7. Ability to work with short term deadlines and consistently fluid priorities.

Key Responsibilities

1. Administer all aspects of the affiliate's grant programs, including identification, application, report preparation and management, as well as compliance as required.
2. Research and vet potential grant opportunities against affiliate mission and goals.
3. Update and maintain affiliate-wide grant application and reporting calendar.
4. Monitor, evaluate and report grant progress monthly to affiliate leadership including compliance with federal statutory and regulatory requirements and financial record-keeping audit.
5. Participate in updating affiliate documents and other resources on an annual basis to meet federal and programmatic requirements.

Other duties:

1. Maintain a thorough understanding of affiliate history and current programs and requirements.
2. Establish and maintain effective relationships with grantors, HFHI and the community.
3. Attend and participate in staff and committee meetings, as assigned.
4. Other responsibilities as assigned.

Additional Requirements

Required Knowledge and Skills:

1. Knowledgeable in Microsoft Office applications.
2. Experience with Microsoft Access, Microsoft Publisher & Adobe Design products preferred.
3. Experience in both technical writing and storytelling required.

Education Requirements:

1. Associates degree or 2 years' experience in the field of technical writing and/or communication or equivalent combination of experience, education and training.

Required Physical Abilities:

1. Must be able to lift up to 15 pounds at times.
2. Occasional travel as needed (less than 10%).
3. Prolonged periods of standing or sitting at a desk.

Other Requirements:

1. Flexibility in work habits and work schedule, including willingness to work the occasional night or weekend.
2. Must be able to pass a criminal background check.

Pay Range: \$18.75 – 21.25 per hour