

## Job Posting: GRANTS MANAGER

### ABOUT MHP

At MHP, we are dedicated to making home possible. Since 1989, MHP has been preserving and expanding access to quality affordable housing. MHP is a private nonprofit that provides more than 2,800 homes in Montgomery County, MD, and surrounding communities. We accomplish our mission by housing people, empowering families, and strengthening neighborhoods. Learn more at [mhpartners.org](http://mhpartners.org)

### ABOUT THE JOB

#### Job Summary:

The grants manager works to research, prioritize, draft, and apply for grants from a wide range of governmental agencies, foundations, corporations, and other institutions.

#### Responsibilities:

- Researches governmental, foundation, corporate, and other institutional giving for program funding areas and grant opportunities aligned with MHP's mission and work.
- Provides timely advice and information to MHP management team on new and ongoing funding opportunities. Collaborates with the team in defining and implementing project funding strategies.
- Prepares all components of grant applications. As needed for large submissions, coordinates the efforts of a multi-departmental team to develop the grant applications.
- Works closely with MHP finance director and program staff to develop grant project budgets.
- Ensures that all grant agreements are reviewed by appropriate staff and signed by MHP leadership.
- Tracks submissions and grant awards; manages a grants database which includes a reporting reminder system.
- Works with project leads to prepare reports and grant payment requests as required by granting agencies.

- Works with finance and program staff to respond to compliance requirements for grants.
- Coordinates as needed between local and regional funding agencies and groups; participates in meetings and discussions regarding awards and donations.
- Works with appropriate MHP staff to summarize data demonstrating need for a program and impact of the program, to include in grant proposals.
- Prepares and manages applications for United Way and Community Investment Tax Credits.
- Works with communications and volunteer manager on required funder recognition (as outlined in grant agreements), messaging and donor engagement opportunities, as appropriate.
- Works with advancement associate, who assists in the grants management process and manages the MHP fundraising database and donation acknowledgement process.
- Other duties as assigned.

#### Qualifications:

- Bachelor's degree in English or related field or a combination of education and experience.
- Minimum of three years of grant writing experience.
- Familiarity with fundraising software, preferably eTapestry and Instrumentl.
- Excellent writing, research, analytical, and organizational skills.
- Experience developing budgets and budget-to-actual reports for grants.
- Familiarity with accounting issues related to grants.
- Ability to communicate clearly and effectively.
- High ethical standards and ability to handle governmental and confidential materials.
- Proficient with MS Office software and internet proficiency to research funding opportunities.
- Ability to multi-task on numerous projects in both collaborative and independent situations, and work under pressure to meet deadlines for grant opportunities.
- Excellent interpersonal skills and ability to work effectively with a diverse group of people.

#### Featured Benefits

- Medical insurance
- Vision insurance
- Dental insurance
- Disability insurance
- 401(k)

**Contact Doris Cook to apply: (202) 227-4308/doris.cook@marcumllp.com**

