



Job Title: Grants Officer

Department: SEACH

FSLA: Exempt

Effective: March 1, 2025

Reports To: Director of Grants & Homelessness Initiatives

Job Summary: The Grants Officer is responsible for creating, implementing, growing, and managing the grants management database for Southeast Alabama Coalition for the Homeless (SEACH), Dothan Housing (DH), Our Community, Inc. (OCI), & Building Opportunities toward Self-Sufficiency, Inc. (BOSS).

The Grant Officer provides professional and technical areas of contract compliance and grant management coordination. This includes individual and corporate giving and other support from foundations, organizations, government, and collaboration with other entities to pursue grant writing opportunities. The position will build the capacity of SEACH, DH, BOSS, & OCI by exploring available community resources, developing a comprehensive grants management plan, and creating grant proposal submissions/applications.

Major Responsibilities:

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload. The position description complies with the American Disabilities Act (ADA).

1. Develop proposals, reports, letters of interest (LOIs), case statements, program overviews, and other messaging, as needed, for use in grants cultivation, solicitation, and stewardship.
2. Establish and consistently follow written standards for providing CoC assistance, in consultation with the recipients of ESG program funds. At a minimum the written standards must include: - policies and procedures for evaluating individuals' and families' eligibility for assistance under the CoC program, determining and prioritizing which eligible individuals and families will receive TH, RRH, and PSH. Standards for determining what percentage or amount of rent each program participant must pay while receiving rapid re-housing assistance.
3. Consult with state and local government ESG recipients within geographic areas with respect to the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients.
4. Design, operate, and follow a collaborative process for developing applications and approving the submission of applications in response to the HUD CoC NOFA, and in concert with the funding priorities and plan adopted by the CoC.



5. Establish priorities for funding projects in its geographic area. The selection process must be transparent and inclusive and based on the standards indicated in 24 CFR part 578.19(b)
6. Ensure timely and accurate completion of CoC Program applications and various funding proposals, adhering to HUD-defined requirements and encompassing a range of private, local, state, and federal funding opportunities.
7. Promote and provide training and technical assistance to applicants in the local competition for HUD CoC project funds.
8. Manage the annual local competition for HUD CoC project funding including the coordination of the ranking and review committee.
9. Coordinate the creation or revision of annual grant contracts for sub-recipients to ensure compliance with HUD and local requirements.
10. Oversee monitoring and performance reports for CoC-funded programs.
11. Conduct financial reviews of all reimbursement requests from sub-recipients to ensure all requirements, contract terms, and conditions have been met.
12. Prepare and recommend project and program budgets to the CFO and participate in preparation of budgets that support homeless services.
13. Coordinate meetings of the AL-508 CoC with board/committee leadership; and provide administrative support including developing agendas and compiling meeting minutes
14. Collaborate with DH, OCI, & BOSS staff to design programs, prepare compelling grant submissions/ applications, and report on expenses and goals achieved.
15. Develop a comprehensive grants management plan by utilizing grants management software and assist in planning major fundraising events and building donor relationships.
16. Identify and secure public and private unrestricted and restricted funds from corporations, foundations, and partnership opportunities to advance SEACH, DH, OCI, & BOSS priorities and focus areas to meet identified funding needs.
17. Partners with the Finance & Accounting Division to ensure appropriate segregation of duties and compliance with local and HUD financial policies.
18. Coordinates the creating or revising of fiscal year grant contracts/agreements for sub-recipients to ensure compliance with HUD and local requirements.
19. Completes the record-keeping process with consistent, well-organized sub-grantee and grant project files.
20. Conducts financial reviews of all reimbursement requests from sub-recipients to ensure all requirements, contract terms, and conditions have been met.
21. Provide oversight for SEACH, DH, OCI, & BOSS for grants management, timely reporting, and ensure compliance as required by grant award documentation.



22. Remains current on the latest developments related to funding available for affordable housing, community development, neighborhood revitalization, and resident services programs through online databases, attending online and in-person events, etc.
23. Coordinate online (email) inquiries, funder, and site visits, including identifying program staff and participants to speak about the services and their impacts.
24. Provide leadership oversight for developing and implementing the comprehensive written annual grants management plan strategy for donors, foundations, and other grant-giving institutions.
25. Participate as a major stakeholder with SEACH, DH, OCI, & BOSS in building the capacity to help the Baptist Bottom neighborhood become a Purpose-Built Community and incorporate the Choice Neighborhood model into the area by submitting compelling grant applications.
26. Participate as a major stakeholder with SEACH, DH, OCI, & BOSS in building the capacity of the local Continuum of Care (CoC) through strategic planning, volunteering on committees, and submitting compelling grant applications.
27. Participate as a major stakeholder with DH in building the capacity for the PHA to become a National HUD-Approved Housing Counseling Agency by submitting compelling grant applications and remaining available to assist with ensuring staff are certified housing counselors.
28. Participate as a major stakeholder with SEACH, DH, OCI, & BOSS in building the capacity to pursue real estate development opportunities to comprehensively address the affordable housing gap in the Wiregrass Metro Area (WMA) by submitting compelling grant applications when requested by CHO.
29. Undertakes and performs other work-related duties and special projects assigned by the CEO, CHO, and Director of Grants & Homelessness Initiatives including research, evaluation, analysis reporting, recommendation, problem resolution, and internal and external communications to support strategic goals as required.

Required Knowledge, Skills, and Abilities (KSAs):

- Strong organizational and time management skills, with the ability to manage multiple projects and deadlines.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite and grant management software.
- Knowledge of grant compliance and reporting requirements.
- Ability to maintain accurate and confidential records.
- Strong analytical and problem-solving skills.

Required Education/Experience:

- Bachelor's degree in a related field (e.g., Nonprofit Management, Public Administration, Social Work) or equivalent experience.



- Proven experience in grant writing and management, with a successful track record of securing funding.
- Experience working with homeless populations or in a social services setting is preferred.

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, sit, walk, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The level of manual dexterity should be sufficient to operate a typewriter, terminal keyboard, telephone, facsimile machine, office supplies, etc. The employee must be able to move, handle, or lift moderately heavy objects such as computer equipment (printer, monitor, CPUs, etc.) around the desk area.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential

functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.

SIGNATURE and APPROVAL

Employee

Date

Supervisor

Date

CFO or CHO

Date



Human Resources

Date

CEO

Date