



1300 S. Fourth St. #250, Louisville, KY 40208 | www.louhomeless.org

Job Posting: Grants Manager (Full-time)

\$50,000 to \$60,000

The Coalition for the Homeless is hiring a full-time grants manager to coordinate all grants records and the submission of appropriate documents to the Department of Housing and Urban Development (HUD) and Metro Louisville for reimbursement of approximately \$4 million in grant activities per year.

The Coalition for the Homeless is the lead advocate for the homeless locally. We are a 501(c)(3) nonprofit organization with a mission to prevent and end homelessness in Louisville, KY. We have been the voice of people experiencing homelessness in Louisville since 1986. Our job is to strategically evaluate the needs of the homeless and of our 30+ member agencies, and to implement smart, long-term solutions.

ESSENTIAL DUTIES AND TASKS:

- Collecting all invoices from agency and sub-grantee records
- Calculating expenses eligible for reimbursement by program activity
- Collecting time sheets for reimbursable hours
- Developing annual plans that ensure all grant funds are drawn
- Completing and submitting all funding requests
- Perform other work as assigned

MINIMUM QUALIFICATIONS

Applicants should have an accounting degree or multiple years' experience in grants management as well as familiarity with Microsoft Word, Excel and QuickBooks. Preferred candidates must have the ability to work with funders to meet their requirements along with attention to detail. A preference will be given to persons of color who are over-represented in the persons that we serve.

BENEFITS INCLUDE

- Health Insurance
- 401(k)
- Paid Vacation and Holidays

OUR PROMISE

The Coalition for the Homeless is an equal opportunity employer and we believe that a diverse, equitable and inclusive workplace makes us better. We encourage people from all backgrounds, ages, abilities, and experiences to apply. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, citizenship, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, or any other legally protected status. We will ensure that individuals with disabilities are provided reasonable accommodations to participate in the job application and interview process and to perform essential job functions.

Please see the full job description attached. Interested applicants should submit a cover letter and resume to Natalie Harris nharris@louhomeless.org.