



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

POSITION DESCRIPTION

JOB TITLE: Grants Manager

FLSA STATUS: Exempt

REPORTS TO: Executive Director

GENERAL SUMMARY:

Under minimal supervision, this position is responsible for the management of all records and the submission of appropriate documents to the Department of Housing and Urban Development (HUD) and Metro Louisville for reimbursement of grant activities.

ESSENTIAL DUTIES AND TASKS:

- 1) Complete publicly funded grant reimbursements where the Coalition for the Homeless is the prime recipient.
- 2) Complete publicly funded grant reimbursements where the Coalition for the Homeless is the sub-recipient.
- 3) Review and approve reimbursement submissions from sub-recipient(s) of publicly funded grants.
- 4) Track and document grant match amounts for public grants that have a match requirement.
- 5) Create monthly budget summaries of all publicly funded grants to communicate to management.
- 6) Submit required financial and outcomes report to federal, state, and local government agencies.
- 7) Respond to monitoring requests by public funders, including Louisville Metro Government and the Department of Housing and Urban Development
- 8) Coordinate the execution of Grant Agreements, Memoranda of Understanding, and Work Program & Budgets, and any later Amendments.
- 9) Coordinate the submission of applications for all publicly funded grants, including renewals and new applications.
- 10) Contribute items to the annual audit related to publicly funded grants.
- 11) Collect time sheets for all staff with reimbursable time and insure they comply with the requirements of appropriate funding sources.
- 12) Work with appropriate staff to develop annual plans that ensure all grant funds can be drawn with eligible expenses and required matching dollars. Check quarterly to make changes as needed.
- 13) Attend all grants management trainings required by HUD and Metro Louisville.
- 14) Other office duties as assigned.



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WORKING CONDITIONS:

This work is performed in a moderately noisy office environment. Work can be stressful and pressured by deadlines.

EFFORT:

Sitting for long periods of time and looking at a computer screen. Must be able to see, hear and speak. Movements frequently and regularly required using wrists, hands, and/or fingers.

MACHINES, TOOLS, EQUIPMENT:

Computer, printer/fax/scanner/copier, calculator and telephone.

MINIMUM QUALIFICATIONS:

Accounting Degree or multiple years' experience in grants management. Familiarity with Microsoft Word, Excel and QuickBooks. Ability to work with team and on own. Ability to communicate reports to others and attention to detail. Ability to review and understand regulations in order to comply with multiple funding requirements in order to strategize best use of available funds.

Reasonable accommodations may be made to those who are able to perform the essential duties of the job.

SPECIALIZED SKILLS AND KNOWLEDGE:

The incumbent must have computer skills. Experience with the following types of software and/or Windows based applications is preferred: word processing, Internet, e-mail, and Microsoft Office.

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Approved:

_____	_____	_____	_____
Employee	Date	Supervisor	Date

*** The Coalition for the Homeless reserves the right to revise this Position Description, as it deems necessary.**