



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

POSITION DESCRIPTION

JOB TITLE: Grants Manager

FLSA STATUS: Exempt

SALARY RANGE: \$62,000-\$66,000

REPORTS TO: Financial Controller

GENERAL SUMMARY:

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.

MINIMUM QUALIFICATIONS:

Accounting Degree or multiple years' experience in grants management. Familiarity with Microsoft Word, Excel and QuickBooks. Ability to work with a team and on your 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.

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 reports 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.



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- 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 by uploading on Suralink and meet with auditors for additional items as needed.
- 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 training and meetings required by HUD and Metro Louisville.
- 14) Other office duties as assigned.

Interested candidates, please send your resume and cover letter to: Natalie Harris - nharris@louhomeless.org