

Habitat for Humanity of Metro Louisville, Inc.

Grants Administrator

To apply, please submit your resume and a cover letter expressing your interest for this position. Please submit the information to Cristy Meyer, either by email, CristyM@HRWorksinc.com or via fax, (502) 805-0776.

Position Title: Grants Administrator

Reports To: Chief Financial Officer

Duties

Provide assistance in the preparation and submission of grant applications.

Prepare and process necessary documentation for the set-up of approved homebuyers for applicable grant(s). Prepare and process subsequent disbursement request of grant funds in timely and accurate manner and in accordance with grant guidelines.

Ensure proper policies and procedures are in place to comply with grant requirements and be accountable for compliance with grant guidelines.

Maintain grant records in compliance with grant guidelines.

Track progress of all grants and prepare regular grant reports as dictated by the grant and/or by management.

Special projects, as necessary

Schedule

30 hours/week. Schedule to be determined based on grant deadlines and other calendar needs

Qualifications

Experience in the areas of accounting, file administration and/or grant administration

Knowledge of HUD, FHLB and KHC grant requirements and regulations, a plus

Familiarity with not-for-profit preferred but not required

Necessary Skill Set

Organizationally skilled and detail-oriented

Strong time management skills; ability to meet deadlines

Excellent oral and written skills

Expertise with spreadsheet development and maintenance

Able to perform duties independently and achieved desired results

Experience with QuickBooks, preferred but not required