



Project and Grants Coordinator

Salary Range: \$55,000 - \$60,000

Full-Time: 40 Hours per Week

Benefits: Health and Retirement

Location: Remote Office / Nevada

ACCEPTING RESUMES: Through March 18, 2022, close of business

Please submit your cover letter and resume electronically to: christine.hess@nvhousingcoalition.org. A writing assignment will be required of all applicants selected for an interview.

JOB OVERVIEW

The Project and Grants Coordinator for the Nevada Housing Coalition is a full-time position. This is a grant-funded position and part of a multi-year vision. The individual hired will work closely with the Executive Director to develop and execute a new initiative, the Nevada Statewide Affordable Housing Capacity Building Program. This new program is in partnership with the Federal Home Loan Bank of San Francisco (FHLBSF). The first-year goals include developing and launching a statewide education initiative that includes foundational group training provided by experts in the field; expanding outreach beyond traditional affordable housing developers in Nevada to include emerging developers, nonprofits, and the tribal communities; providing education and outreach to FHLBSF Members; and developing and administering an affordable housing catalyst fund.

The individual filling this role shall be a positive, innovative, motivated self-starter and have a professional demeanor. Highly desired qualities include a willingness to learn and ability to appreciate multiple perspectives. The Project and Grants Coordinator must have excellent listening skills, exceptional written and verbal communication skills, and an ability to partner and collaborate to be successful in this role. The work environment is fast-paced and requires attention to detail, multi-tasking, and time management skills. As this position is remote, the Project and Grants Coordinator shall be able to work independently but have a team attitude to accomplish the goals and mission of the organization.

This position reports directly to the Executive Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This is a new position so it is anticipated that the full scope of the position will evolve; however, the initial scope of work and responsibilities are described below:

- Serve as a liaison between contracted entities, program participants and FHLBSF team members.
- Coordinate and participate in convenings and meetings related to the grant including the regional convenings for instructors and participants including technical components.
- Coordinate registrations and manage applications for training and project catalyst awards.
- Develop and maintain system for recording and tracking the grant, related statistical information.
- Create and distribute reports, analyses, and summaries as required or on demand. Provide insights relative to outcomes and understand opportunities to improve / enhance activities.
- Monitor and coordinate the administration of the funds in close working relationship with the Nevada Housing Coalition Executive Director and Finance Team.

- Alongside the Executive Director and FHLBSF team members, develop plan for 2023 grant proposal.

QUALIFICATIONS

- Education/Experience: Any combination of training, education, and experience that would provide understanding of the required knowledge and abilities with a special emphasis on program design and delivery. A typical way to gain the required knowledge is to possess a bachelor's degree in public administration, business administration, or related field, plus have one to three years of related job experience; OR have five to seven years of related job experience.
- Nonprofit Sector and/or social policy sector experience: Interest and engagement in public policy and advocacy work. Some technical or professional experience with affordable housing is preferred but not required. Additionally, lived experience, or first-hand experience, with affordable housing challenges preferred.
- Grant Support: Writing, tracking, and reporting as needed.
- Language: Ability to speak, read, and write English. Ability to speak, read, and write Spanish preferred. Ability to compose effective, professional communications and other written materials.
- Computer Skills: Intermediate to advanced skill level in Microsoft Office Suite, including Word, PowerPoint, Excel, and Outlook. Experience with digital communication platforms, such as ZOOM preferred.
- Job-related knowledge/abilities: Grants management; program design, delivery and evaluation; educational event and meeting coordination

WORK ENVIRONMENT, LOCATION AND TRAVEL EXPECTATIONS

The Project and Grants Coordinator position is a remote position, and the individual must reside in Nevada. The individual filling this position must be able to establish an appropriate working environment in their home, including having reliable internet access and a dedicated workspace free from distractions. The Nevada Housing Coalition will provide necessary equipment for the Project and Grants Coordinator to complete their job duties, such as a laptop, additional screens, keyboard, mouse, and cell phone; however, this does not include the acquisition of furniture or any remodeling necessary for this individual to work from home successfully.

Local travel, defined as within 30 miles of the individual's home (depending on their residence), is anticipated to be necessary 1-2 times per month. Overnight and longer distance travel is anticipated to be 2-6 times per year.

PHYSICAL AND MENTAL DEMANDS

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee must have the ability to appropriately handle stress and interact with others. Employee must possess the strength, dexterity, and coordination to use a computer keyboard and video display terminal for prolonged periods. Employee must be able to bend, stoop, sit, and stand for long periods of time; handle files, office supplies and single pieces of paper; occasionally lift files, stacks of paper, office equipment, small/medium-sized boxes and other materials. Employee must be able to reach, bend, squat, and stoop to access items above and below desk level, plus load in and out of vehicles; manual

dexterity and cognitive ability to operate a personal computer, as well as office equipment, and to communicate effectively via telephone and email. Employee must be able to safely lift items, materials, supplies, equipment of up to 25 pounds, with or without the assistance of a hand truck or cart. There may be occasions that require climbing stairs or walking on uneven ground while carrying materials, supplies, equipment, or other items.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.