



Date: November 2020

## Grants Manager

**TITLE:** Grants Manager  
**REPORTS TO:** Director of Development  
**STATUS:** Full-time staff, 40 hours/week  
**LOCATION:** Office is located in Chicago, IL. Work from home is possible.

### **H.O.M.E. Overview:**

Housing Opportunities & Maintenance for the Elderly (H.O.M.E.) is a one-of-a-kind Chicago organization that seeks to foster joy, connection and independence for Chicago's low-income seniors. H.O.M.E. is a bright spot for all who know it. Founded in 1982, H.O.M.E. has helped thousands of low-income seniors in Chicago maintain their independence by providing a home upkeep and repair service, shopping bus, moving program, and three affordable apartment buildings where seniors can live comfortably in an intergenerational environment. H.O.M.E. is characterized by a warm and caring culture.

### **Job Description:**

The Grants Manager is primarily responsible for grant writing and reporting, grants management, and grants prospecting. The Grants Manager will establish and cultivate excellent relationships with grant makers, as well as be an ambassador of the H.O.M.E. and the older people H.O.M.E. serves.

**H.O.M.E. is dedicated to supporting ongoing learning and professional growth for all of its employees. As a valued member of a small team, the Grants Manager will collaborate on various fundraising initiatives and have the opportunity to take on special projects that promote growth in other areas of Development.**

### Responsibilities:

#### **I. Grant Writing and Reporting - 60%**

- A. Drafts letters of inquiry, grant proposals, and reports according to the requirements of each specific grant maker
- B. Conducts research to determine grant opportunities appropriate for the mission of the organization
- C. Maintains a schedule of upcoming applications and reporting deadlines using existing tracking documents
- D. Reviews, edit and finalize each document for submission on a timely basis
- E. Works with other departments to secure information needed for grant proposals
- F. Responds in a timely basis to new grant opportunities
- G. Track the status of grant proposals, dollar amount of requests made, funding received, reports due, and other issues related to each grant

#### **II. Relationship Building - 20%**

- A. With Director of Development, establish and cultivate relationships with grant makers/program

officers

B. Acts as ambassador to the H.O.M.E. community by attending meetings and local events

**III. Admin, Teamwork, and Special Projects - 20%**

A. Collaborates with the Director of Development and Communications Consultant on various fundraising initiatives including, but not limited to: mailed and digital appeals, virtual donor engagement events, program evaluation, social media, marketing and communications, volunteer opportunities, and board management

B. Flexibility to work on a projects of your choosing

C. Occasional admin duties such as filing

**Requirements:**

1. Bachelor's Degree
2. 1 - 3 years of professional grant writing experience
3. Excellent writing and editing skills. Highly detail-oriented and organized.
4. Able to "tell a story" effectively
5. Strategic thinker and planner. Energetic, creative and resourceful problem-solver
6. Proficiency with Microsoft Suite (Word and Excel)
7. Holds and is able to live out H.O.M.E. values; values are consistent and congruent across professional and personal life.
8. Demonstrated commitment to diversity and inclusion.
9. Passion for the mission and vision of H.O.M.E.

**Work Environment:**

1. Position requires frequent and regular computer and phone use.
2. Workplace is a smoke- and drug-free environment.
3. Intermittent travel to off-site locations may be required.
4. Occasional night and weekend work may be asked of H.O.M.E. staff.
5. H.O.M.E. is an equal opportunity employer and prohibits discrimination and harassment of any kind. All employment decisions at H.O.M.E. are based on business needs, job requirements, and individual qualifications, without regard to race, ethnicity, creed, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, citizenship status, military service, marital status, order of protection status, handicap, disability (including HIV/AIDS), or any other characteristic protected by federal, state, or local law.

**COMPENSATION:** Commensurate with experience, \$47,000.00 – \$52,000.00. Comprehensive benefits package.

**HOW TO APPLY:** Send your cover letter, writing sample (not to exceed two pages), and resume (applications without cover letters or writing sample will not be considered) via email by November 30, 2020 to [hr@homeseniors.org](mailto:hr@homeseniors.org) with the subject line "Grants Manager" No phone calls, please.

*H.O.M.E. strongly and proudly supports every individual's right to express their given or chosen identity and experience. This includes race, color, religion, gender, national origin, ability, respecting and using an individual's chosen name, pronoun (e.g. he, she, they, etc.) and identities (e.g. lesbian, gay, bisexual, asexual, transgender, queer, etc.). Inclusion is not dependent on our personal acceptance or rejection of a person and their identity.*

**AFFIRMATIVE ACTION EMPLOYER. PEOPLE OF COLOR AND PEOPLE WITH DISABILITIES ENCOURAGED TO APPLY.**