



## **JOB ANNOUNCEMENT**

**JOB TITLE:** Federal and Community Grants Administrator  
**JOB TYPE:** Full-Time, At-Will, Salaried Position  
**REPORTS TO:** Deputy Chief of Contracting and Procurement  
**LOCATION:** 801 Pennsylvania Ave, SE

### **POSITION SUMMARY:**

The Federal and Community Grants Administrator is responsible for overseeing daily functions of The Community Partnership's Federal and Community Grants portfolio. In so doing, the Federal and Community Grants Administrator will: work with homeless services provider agencies on items related to contract administration, compliance with Federal regulations as well as funding and reporting requirements, and will provide technical assistance and support. Additionally, the Federal and Community Grants Administrator will assist in the writing proposals for and administering private and community grants.

**SALARY:** \$70,000-\$75,000

### **ESSENTIAL POSITION FUNCTIONS INCLUDE THE FOLLOWING:**

- Manage the development and submission of grant proposal applications.
- Serve as TCP's point of contact with the US Department of Housing and Urban Development (HUD) Field Office and with private and community funders.
- Review grant agreements for accuracy and facilitating disbursement of funds.
- Manage the development of the proposal application submitted to HUD.
- Work closely with TCP's Finance Grant Manager and Contract and Procurement Specialist to draft and finalize sub-grant agreements.
- Monitor grant spending and determine eligible cost related to the grant.
- Manage completion and submission of all programmatic and financial reporting.
- Manage any administrative task related to grants such as developing draft RFPs, coordinating timesheet submission, equipment orders, onboarding of contractors/fellows funded through grants.
- Draft program rules for HUD and community grant-funded programs.
- Serve as TCP on various Interagency Council on Homelessness committees and workgroups
- Participating in Continuum of Care (CoC) committees and workgroups.

### **Grants Administration:**

- Contribute to the management of the annual Notice of Funding Availability (NOFA) process which includes coordination of community meetings, providing administrative and program support to Ranking committee, reviewing all project applications prior to submission, adding related documents to TCP's website, providing Esnap's technical assistance to subcontractor.
- Manage life cycle of the full portfolio of HUD grants from beginning to end including: application submission, coordination with HUD contract administrator and subcontractors, budget modifications and grant closeout.
- Conduct HUD Environmental Reviews for newly funded projects and collaborate with DC Housing and Community Development for approval.
- Manage the completion and submission of HUD Annual Performance Reports for full portfolio of HUD grants.
- Seek out and apply for private grants that further TCP's mission.
- Manage the life cycle of private grants, including: application submission, coordination with funders, budget modifications, and grant closeout.
- Provide support to the subcontractor monitoring team as needed.

### **Housing Support:**

- Take the lead on reviewing submitted Landlord Document Packets for accuracy and completion and provide any necessary follow-up to landlords and sub-contractors.
- Schedule unit inspections with the Housing Quality Specialist, track outcomes, monitor repair status and re-inspections.
- Provide training and technical support for the Housing and Participant Assessment Report web-based report and offline mobile application to TCP's contracted service providers
- Other special projects and duties as assigned.
- Other duties assigned as deemed appropriate

### **QUALIFICATION/ REQUIREMENTS:**

The requirements listed below are representative of the knowledge, skill and/or ability required, though persons who feel they meet some but not all criteria are encouraged to apply.

### **EDUCATION/QUALIFICATIONS**

- Bachelor's degree, with 3-4 years of experience and/or training in homeless services work, especially related to grant writing, programmatic oversight, and monitoring or an equivalent combination of education and experience.
- Previous Continuum of Care-level homeless services administration experience preferred.
- HMIS and e-SNAPS experience preferred.
- Bilingual in English and Spanish a plus

### **REQUIRED SKILLS AND ABILITIES**

- Advanced computer literacy and expertise with software use in a typical office environment, including MS Word, MS Excel, and MS PowerPoint.

- Excellent communication skills, to include the ability to communicate clearly in writing and verbally to a wide range of audiences (consumers, front line staff, program representatives, agency directors, etc.).
- High level of attention to detail.
- Outstanding organizational skills and ability to effectively prioritize and manage multiple tasks at the same time.
- Ability to conduct self-directed work and/or function as a part of a team.

### **APPLICATION PROCESS**

- Apply for this position through the TCP Career Center [Recruitment \(adp.com\)](#)
- Your response to this job announcement may be considered for other similar available positions within The Community Partnership.
- No phone calls.

*TCP has a mandatory COVID19 Vaccination (and booster) Policy. On your first day of employment, you will be required to produce a COVID19 Record of Vaccination or other documentation to prove to TCP that you have been fully vaccinated from the coronavirus. Further, TCP Employees must also follow all health and safety protocols established by TCP to help maintain a safe workplace.*

*The Community Partnership for the Prevention of Homelessness is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting employees or applicants for employment. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.*

*If you have any questions about our company policies or your rights as an applicant or require a reasonable accommodation, please contact our Office of the General Counsel at 202.543.5298 (ext. 307).*