



GRANTS ASSOCIATE

If you are willing to take on challenging and diverse assignments with a commitment to serving the community, performance and quality, then Arundel Community Development Services, Inc. wants you to join its team!

Arundel Community Development Services, Inc. (ACDS) is a private, nonprofit corporation established by Anne Arundel County to create and retain affordable housing opportunities, as well as to ensure the efficient delivery of community development services to those most in need.

SUMMARY

ACDS is seeking a Grants Associate whose primary duties consist of such tasks assisting with grant management duties, establishing and maintaining files and databases, and following up with housing and community development grant sub-recipients to ensure grant requirements are met. Other responsibilities may include coordinating and supporting meetings and community planning events and assisting with the administration, development, and implementation of local, State and federal housing and community development programs and projects benefiting Anne Arundel County residents.

QUALIFICATIONS

A Bachelor's degree in Liberal Arts or related fields is preferred and a minimum of one year's relevant work experience in administration, grant management, or related field. The ideal candidate should exhibit strong communication skills including verbal, written and interpersonal skills are essential. Knowledge of WordPress, Facebook, Canva and Mail Chimp or equivalent programs or applications is desired.

SKILLS

Strong organizational skills and effective time management skills to handle multiple projects and deliverables. The successful candidate will have great communication skills including verbal, written and interpersonal skills. Detail oriented and self-motivated with the ability to take initiative within assigned projects. Must be efficient in Microsoft Office products, including Access and Publisher. Occasional evening and weekend hours may be required.

SALARY /BENEFITS

Salary range from low to mid 40's depending on experience. ACDS offers an excellent benefits package including competitive Health Insurance Plans, Dental, Vision, 403(b) Retirement Plan, and free parking.

LOCATION: Annapolis, Maryland

SCHEDULE: Full-time 40 hours per week *(employee must be available to work both in -office and remote)*

HOW TO APPLY

Send your cover letter and resume to:

Human Resources

Arundel Community Development Services, Inc.

2666 Riva Road, Suite 210

Annapolis, MD 21401

Or, email to hrresumes@acdsinc.org

Or, Fax (410) 222-7619

An Equal Opportunity Employer