

COMMUNITY GRANTS MANAGER

If you are willing to take on challenging and diverse assignments with a commitment to 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 ensure the efficient delivery of community development services to those most in need. ACDS oversees and manages the expenditure of federal, State and local housing and community development funds on behalf of Anne Arundel County. Recently, ACDS has taken the lead in the administration and management of federal and State pandemic funds including CARES, Emergency Rental Assistance Program, and American Rescue Plan funds to address food insecurity, develop initiatives for under served youth and communities, and prevent and address homelessness.

Summary

ACDS is seeking a professional whose responsibilities include grant management and working with nonprofit organizations, assisting in the development, administration and implementation of plans, projects and program activities furthering affordable housing and community development within and for Anne Arundel County, Maryland. This is an entry level position that offers the opportunity to learn, assume responsibility for and play a leadership role as a key member of a small planning staff. The position offers tremendous opportunity for professional growth in the housing and community development field.

Job Description

General responsibilities include assisting in the development, administration and implementation of plans, projects and program activities. Primary responsibilities assisting with the management of federally funded grants; reviewing grant applications and request for funding; ensuring projects meet eligibility requirements; performing environmental reviews; preparing subrecipient agreements; reviewing and approving payment request for compliance with OMB Circulars; and monitoring subrecipients for compliance with all applicable federal regulations. Additional responsibilities include assisting with community planning efforts by helping with the

preparation of the federally required Consolidated Plan, Annual Action Plan, and annual Comprehensive Assessment and Performance Evaluation Report (CAPER).

Qualifications

This position requires a Master's Degree in Urban Planning, Public Administration or a closely related field, or a Bachelor's Degree in a related field in combination with directly relevant work experience. Ability to comprehend and correctly use a variety of informational documents including federal regulations, contracts, agreements, deeds of trust, census data and demographic reports. A passion for helping under served communities, as well as a working knowledge of grant management and federal funding requirements is desirable.

Salary /Benefits

Salary ranges from the low 60's to low 70's depending on experience. ACDS offers an excellent benefits package including health insurance, retirement plan and free parking.

Location: Annapolis, Maryland

Scheduled Hours: Full-time 40 hours (salary exempt position)

How to Apply

Please include cover letter 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

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