

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 to build their capacity and deliver effective programs and services in low and under served communities. This is a professional level position offers the opportunity to learn, assume responsibility for and play a leadership role as a key member of a small planning staff. Ideal candidate will have a working knowledge of the publicly funded housing, community development and/or human service programs and some experience with grant management.

Job Description

Primary responsibilities include managing publicly funded grants and subrecipients; reviewing grant applications and requests for funding; ensuring projects meet eligibility requirements; making recommendations for funding; preparing subrecipient agreements; reviewing and approving payment request for compliance with OMB Circulars; and monitoring subrecipients for compliance with all applicable requirements. Additional responsibilities include assisting with community planning efforts, assisting with the preparation of community development plans and reports, coordinating public engagement processes, supervising the work of grant associates, and developing community development initiatives that serve low income and under served communities.

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 underserved communities, as well as a working knowledge of grant management and federal funding requirements is desirable.

Salary /Benefits

Salary ranges from the upper 50'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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