

GRANTS ASSOCIATE

About Arundel Community Development Services, Inc. (ACDS)

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. ACDS directly implements several homeownership and rental programs and acts as a developer, funding administrator, and project manager for a variety of affordable housing and community development initiatives alongside our many partners. ACDS has been providing services since 1993, and we are proud of our footprint we have made in Anne Arundel County the community.

Why Join Us?

ACDS recognizes the importance of flexibility work arrangements. Along with competitive pay, we offer excellent benefits (medical, dental, and vision plans, 100% employer Term Life Insurance, Long-Term Disability, 403b Employer Contribution 12%) as well as 15 days PTO and tuition assistance/professional development plans.

We are committed to Diversity, Equity, and Inclusion, providing organizational-wide social opportunities, and constantly improving our ongoing efforts to positively impact the communities we serve.

What You'll Be Doing?

ACDS is seeking a experienced 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 2-3 years work experience grant management/administration or related field. The ideal candidate should be efficient in Microsoft Office products, including Access and Publisher. Knowledge of WordPress, Facebook, Canva and Mail Chimp or equivalent applications are desired. Occasional evening and weekend hours may be required.

Skills

Strong organizational skills and effective time management skills to handle multiple projects and deliverables. Considerable interpersonal, written, and oral communication skills. Strong ability to relate to a diverse range of clients, individuals and underserved populations. The successful candidate will be self-motivated with the ability to take initiative within assigned projects, detail-orientated, well-organized, and a reliable team player.

Salary

Salary ranges from \$58,500 - \$68,500 annually and commensurate with experience. Full-time 40 hours weekly, Hybrid work and flex schedules offered.

How to Apply

Send your cover letter and resume to hrresumes@acdsinc.org

ACDS is an Equal Opportunity Employer including the Americans with Disabilities Act