



Housing Assistance Council

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POSITION DESCRIPTION GRANT AND PROGRAM SPECIALIST

TITLE: Grant and Program Specialist

DIVISION: Finance and Administration

SUPERVISOR: Director, Finance and Administration

TERM: Permanent

LOCATION: Washington, DC

POSITION: Provide general and specific ongoing grants and contract management and program support to the Housing Assistance Council (HAC) Finance and Administration Division and Management Team. Major responsibilities include but are not limited to: grant and contract analysis and understanding (scope of work, timeline, deliverables); maintaining program documentation; assisting with management of program reporting databases; timely delivery of monthly and quarterly reports, including coordinating report and contract related issues with field staff and subcontractors; assisting Division Directors, Regional, and Program Managers with contract budgets and coordination of financial reports; and maintaining auditable program file archive.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. Examples of responsibilities and duties may include but are not limited to the following.

Provide grants and contract program support.

- Maintain central files and other grants- and contracts-related documentation, both paper copy and electronic housing database records.
- Serve as liaison between contract leads and Grants and Contracts Administration for all program and information needed for reporting purposes.

Manage incoming contract process.

- Work with contract leads/Program Managers throughout contract proposal process and execution phase process.
- Review incoming contracts to gain an understanding of all aspects including overall contract direction, internal priorities, funder priorities, goals, objectives and purpose,

Building Rural Communities

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scope of work, deliverables, timeline and budget; coordinate contract review with Finance and other departments as needed.

- Manage incoming contract process including coordination of budgets between Finance team and other Divisions.
- Coordinate routing of incoming contracts for signatures and routing of contracts once execution is complete.

Assist in preparing, analyzing and monitoring contract budgets.

- Provide analytical support and assistance with budget preparation.
- Assist with estimation and project expenditures and assist Program Managers with analyzing direct costs and their impact on the indirect cost rate.
- Review and monitor budget expenditures in relation to contract deliverables and performance.
- Assist Program Managers with compiling, analyzing, and summarizing budget and providing other contract-related information to Division Directors for appropriate implementation.
- Compare contract information with contract deliverables and timeline; anticipate and/or identify problems or concerns and assist in development of proactive solutions.

Analyze contract performance.

- Assist in tracking the accomplishment of deliverables set forth in each contract.
- Assist Program Managers and/or Division Directors to prepare internal and external reports.

Assist in reporting.

- Generate monthly, quarterly, and closeout financial status reports for all federal housing and technical assistance programs.
- Work and coordinate with field staff and/or subcontractors to insure timely delivery or monthly and quarterly report information to be provided to program funding source.

QUALIFICATIONS

Minimum Qualifications

Knowledge of:

- Nonprofit accounting practices
- Grant/contract reporting requirements
- Project management and budgeting
- Database concepts and common data processing issues
- Federal, state, tribal, and local government agency programs, issues, and regulations (OMB Circulars)
- English language, grammar, spelling, and punctuation

Ability to:

- Use a personal computer at high-level proficiency using Word and Lotus Notes
- Use spreadsheet (preferably Excel), database (Access or other relational database), and presentation programs
- Effectively listen and communicate both verbally and in writing
- Proofread and edit documents
- Provide quality customer service and relate well with the public
- Work with minimum supervision and handle multiple priorities simultaneously
- Follow detailed instructions
- Use initiative to approach troubleshooting and problem-solving alternatives
- Organize and prioritize work to meet established timelines
- Provide presentation on federal grant administrative requirements for nonprofit organizations

Preferred Education and Experience

A combination of experience and/or education is preferred to qualify for the position. A typical combination may include:

Experience:

- Five (5) years of applicable experience in accounting, database processing, contract analysis, budget analysis, and a variety of related duties (education may be substituted for experience).

Education:

- Bachelor's degree (additional qualifying experience may be substituted).

TO APPLY

Persons interested in this position should email a cover letter and resume to jobsHAC@ruralhome.org by May 15, 2008, referencing the job title in the subject line. No calls, please.

HAC is an equal opportunity employer. Minorities are encouraged to apply.