



HOPE Fair Housing Center  
202 W. Willow Ave, Suite 203  
Wheaton, IL 60187

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## Grant Manager

**Background:** HOPE Fair Housing Center (HOPE), established in 1968, is the oldest fair housing center in Illinois. HOPE works to create greater housing opportunities for all. We ensure everyone has the chance to live in the community and home of their choice free from discrimination based on race, color, religion, national origin, sex, disability, familial status, sexual orientation, age or any other characteristics protected under state or local laws. HOPE accomplishes this through public policy, education, outreach, advocacy, enforcement, training, and community development.

HOPE is a small team of nine talented and passionate full-time staff with a proven record of advancing civil rights within the region. The team is fortunate to be supported by a pool of volunteers, a varying number of interns, accounting consultants, and a regional and national network of allies working together in the fight for fair housing. HOPE is committed to fostering a flexible, productive, professional, and collaborative work environment that supports professional growth and goal obtainment for all staff.

**Position Overview:** The Grant Manager is responsible for leading all grant application submissions, regular grant reporting, and grant making to external entities funded by HOPE.

This position is integral to the health and longevity of the organization by securing new and renewing existing funding through successful grant writing. This position serves as the day-to-day go-to person for grant monitors to communicate with and will be responsible for drafting and submitting regular reporting to funders (typically quarterly and annual reporting). In addition, this position will be responsible for administering external grant making programs geared at eliminating barriers to fair housing. Upcoming community investment grants are anticipated to include down payment assistance to support new homeowners and other programming to support homeownership opportunities in communities historically impacted by discrimination, segregation, and/or disinvestment.

Reporting to the Deputy Director of HOPE, and regularly collaborating with the Executive Director the Grant Manager duties include:

### Grant Writing

- Identify new potential funding sources through government grant programs, foundations, and other funding stakeholders
- Create and manage systems for screening and tracking of funding opportunities, as well as for organizing standard application materials



(630) 690 – 6500



info@hopefair.org



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- Coordinate with management team and pertinent colleagues on all programming requirements, restrictions, goals, planning, and application submission related to funding opportunities
- Establish relationships with program officers and other pertinent staff at potential foundation funders
- Draft complete and high-quality grant applications for submission

### **Grant Management**

- Support project leads in planning and preparing for the launch of grant funded projects, as well as program evaluation in accordance to grantor expectations
- Prepare regular grant reporting for timely submission to funders
- Serve as primary point of contact between grant monitors and organization
- Monitor project progress and communicate to project leads any concerns about timeliness or outcomes
- With support from staff, draft organizational Annual Report

### **Grant Making**

HOPE Fair Housing Center operates external grantmaking programs. These most often are grants made directly to members of the public (e.g. security deposit assistance, down payment assistance, home repair assistance, etc), though sometimes are made to nonprofit agencies to support their programming.

- Work with leadership to design new programs and renew past programs
  - Develop grant making programs in compliance with funding restrictions
  - Design program requirements and policies that require minimal administrative burdens from all parties
  - Develop application materials, disclosures and public facing program materials
- Implement grantmaking programs
  - Foster partnerships to support promoting grantmaking opportunities
  - Screen applications for eligibility and prepare them for funding

### **General Duties**

- Stay abreast of grant management best practices and potential funding opportunities
- Familiarize self with regional fair housing issues, resources, and best practices
- Works closely with the senior leadership team to communicate programming status, outcomes, successes, challenges, timelines, and direction
- Act as a sounding board with the senior leadership team for ideas and strategic matters
- Keeps lines of communication open ensuring that the senior leadership team is well informed and prepared for meetings, events and other activities
- As needed, represent HOPE at external meetings, conferences, or events

### **Performs other duties as assigned.**

### **Outcomes:**

The position is an outcomes-oriented position, with specific expectations around the securing of new and existing funding sources, and external grantmaking.

### **Working Conditions:**

The position requires flexibility in schedule, duties, or unexpected events/circumstances that may

occur, so tasks not specified here may be required to successfully execute the position.

This position follows a typical Monday – Friday work schedule but is flexible and is subject to the needs of the organization, including occasional nights or weekends.

HOPE offers a partial remote work option. Must be willing to travel to and work on-site at the HOPE's office in Wheaton, IL, according to HOPE's Remote Work Policy (currently a minimum of twice a week).

This position will require regular virtual engagements with external partners and will require reliable access to a quiet and professional workspace when choosing to work remotely.

***Successful Candidate will Demonstrate:***

- Passion for HOPE's mission and its core values of innovation; housing equity, justice, and fairness for all; community reinvestment; solidarity with and accountability to communities served by HOPE
- Strengths around creativity, resourcefulness, persistence, and self-reflection
- Proclivity to risk-taking and a willingness to fail, learn, and adapt
- Preference towards a non-directive, client and staff-led relationship
- Openness to new approaches to HOPE's work, delivery of services, and engagement with clients and communities
- Openness to regular, 360 degree feedback and an environment of mutual accountability
- Commitment to confidentiality, integrity, and professionalism

***Required Qualifications:***

- At least one year of prior experience with grant management, grant reporting, grant writing, or program/project management
- Sector knowledge related to non-profit advocacy work at large.
- Excellent verbal and written communications skills and ability to facilitate meetings and train staff
- Well-organized and detail oriented, able to think strategically and plan accordingly
- Strong technology-related skills including familiarity with Microsoft Office, ability to navigate the internet, and aptitude to learn new software and computer programs as necessary
- Excellent relational skills, cultural competency and ability to engage a diverse community of people
- Demonstrated commitment to civil rights and housing justice

***Preferred Qualifications:***

- Demonstrable prior experience submitting successful non-profit grant applications
- Experience working under HUD funded grant programs, especially the Housing Counseling Program or Fair Housing Initiative Program

***Accountability:*** The Grant Manager is accountable to and supervised by HOPE's Deputy Director and collaborates with the Executive Director frequently.

***Salary and Benefits:*** This is a full-time (40 hours a week) exempt position that includes fully covered

health, dental, vision, and life insurance; IRA matching up to 3%; and generous paid time off, including 11-paid holidays and an additional paid weeklong office closure at the end of the year. The starting annual salary is between \$55,000 and \$70,000 and depends on relevant experience.

**To Apply:** Interested parties may e-mail their cover letter and resume to [info@hopefair.org](mailto:info@hopefair.org). Applications will be reviewed on a rolling basis until filled. Position is available to start immediately. No calls please.

**Women, people of color, LGBTQ, people with disabilities and veterans are strongly encouraged to apply.**

**HOPE is an Equal Opportunity Employer. A conviction record screening is required: however any hiring decision made as a result of a conviction record will be made using an individualized assessment and the applicant will have an opportunity to provide additional information to demonstrate the conviction record is not relevant to this employment opportunity. The position will remain open until filled.**