



Deeply affordable. Thriving neighborhoods. Nearby services.

Title: Grants Finance Specialist  
Reports to: VP of Finance  
FSLA: Exempt  
Rev.: 07/2022

The mission of Jubilee Housing is building diverse, compassionate communities that create opportunities for everyone to thrive. Since 1973, Jubilee has worked to provide high quality affordable housing and holistic support to those experiencing persistent economic hardship in the Adams Morgan and Columbia Heights neighborhoods of Washington D.C. Jubilee operates ten properties totaling 299 units of affordable housing and offers robust programming for residents and community members pursuing life goals.

Jubilee Housing is an innovator in financing for affordable housing and a responsible steward of the investments it receives. Jubilee produces not simply affordable housing, but justice housing. Justice Housing is affordable to those with few financial assets, located in neighborhoods where resources such as good schools, grocery stores, and public transportation are readily accessible and near services that support residents as they pursue educational and career attainment. Jubilee is seeking individuals who are excited about this concept and want to work with us to ensure Justice Housing becomes a reality for all Jubilee Residents who want to be a part of the Justice Housing Community.

## **POSITION DESCRIPTION:**

JHI is actively recruiting to fill the position of Grants Finance Specialist. This position will report to the VP of Finance with a close working relationship to the VP of Institutional Advancement. This position also will assist with cross-departmental duties as necessary to ensure success at meeting all of JHI's fundraising goals and reporting requirements.

This position is a great fit for someone who has experience with the financial reporting of grants, including personnel and non-personnel expenses. This will be the go-to person for creating grant budgets, invoicing, producing financial reports for funders, ensuring funds are expensed in a timely manner, etc.

This is a collaborative position that will work across the organization with many different departments. You are a good fit for this position if you have some grant experience, an accounting/financial background and are passionate about building affordable housing and services!

## **SPECIFIC DUTIES:**

- Perform a variety of financial and grant management functions, including collection of effort reporting, quarterly expense validations, annual and quarterly fiscal reports, project closeout, and monitoring expenses.
- Create budgets for grant applications
- Participate in development of budget templates and expenditure tracking.
- Invoice for grant expenses
- Prepare reimbursement requests according to funders' specification by established deadlines.

- Pull reports out of OneSite (training will be provided) that address the financial expenditures
- Assist all grant-funded staff in the tracking and reconciliation of monthly expended grant hours against grant budgets.
- Assist with tracking non-personnel expenses
- Work with Finance and Institutional Advancement Department to maintain these cross-departmental systems, by participating in Grants Tracking and Review meetings.

### **DESIRED QUALIFICATIONS:**

- Bachelor's degree or equivalent background, with a minimum of 3 years of experience with grants management.
- Accounting/financial expertise or experience, in grants or similar settings
- Organized with high attention to detail. Able to manage compliance for the portfolio of grants with specific timelines and requirements for each funder.
- Good written and verbal communicator. This position requires collaborating with the finance and institutional advancement departments, as well as with our funders.
- Tech savvy. Comfortable learning new technologies. Willing to learn our database systems and help others (training will be provided for you on the specific systems). Knowledge of Microsoft Office Suite, database applications, and fundraising software is a plus.
- Ability to read and interpret funder documents (for example, grant reporting guidelines) and help the organization comply, in partnership with other departments.

### **SALARY:**

Salary Range is \$55,000 - \$60,000 depending on candidate experience

### **BENEFITS:**

Benefits include health, vision, and dental insurance, STD, LTD, and Life insurances, paid vacation, sick leave, holidays, transportation stipend and a matched contribution retirement plan.

### **BACKGROUND, REFERENCE CHECKS, AND DRUG SCREENING:**

Finalist(s) for this position will be subject to a drug screening and will be required to consent to a pre-employment background and reference checks as a condition of employment.

### **COVID-19:**

- As a condition of employment, all external candidates must provide proof that you are fully vaccinated from COVID-19, as of your first day of employment, unless a request for an accommodation has been approved or agree to. If you are not vaccinated, you must agree to having testing done at least once a week.
- "Fully vaccinated" means two (2) weeks have passed since your last dose of a two-dose series or two (2) weeks after a single-dose vaccination.

### **TO APPLY:**

Please email your resume and a cover letter to [unwauche@jubileehousing.org](mailto:unwauche@jubileehousing.org). Please reference the *Grants Finance Specialist* in the subject line.

*Jubilee Housing is an Equal Opportunity Employer*