

**Montgomery Housing Partnership (MHP)** is seeking a **GRANTS MANAGER** to play a vital role within the MHP Advancement Department. The Grants Manager reports to the Vice President of Advancement. Works to research, prioritize, draft, and apply for grants from various governmental agencies, foundations, corporations, and other institutions.

Who we are: Montgomery Housing Partnership, Inc. (MHP) is an active and growing nonprofit organization founded in 1989 that develops, acquires, rehabilitates, and builds quality apartment homes to meet Montgomery County's growing need for affordable housing. MHP's community-based projects and programs include providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in troubled communities impacted by disinvestment and structural inequities.

### Summary Job Responsibilities:

- Research governmental, foundation, corporate, and other institutional giving for program funding areas and grant opportunities aligned with MHP's mission and work.
- Provide timely advice and information to the MHP management team on new and ongoing funding opportunities. Collaborates with the team in defining and implementing project funding strategies.
- Prepares all components of grant applications. As needed for extensive submissions, coordinates the efforts of a multi-departmental team to develop the grant applications.
- Works closely with the MHP finance director and program staff to develop grant project budgets.
- Ensures that all grant agreements are reviewed by appropriate staff and signed by MHP leadership.
- Tracks submissions and grant awards; manages a grants database with a reporting reminder system.
- Works with project leads to prepare reports and grant payment requests as required by granting agencies.
- Works with finance and program staff to respond to grant compliance requirements.
- Coordinates as needed between local and regional funding agencies and groups; participates in meetings and discussions regarding awards and donations.
- Works with appropriate MHP staff to summarize data demonstrating the need for a program and the impact of the program to include in grant proposals.

- Prepares and manages applications for United Way and Community Investment Tax Credits.
- Works with communications and volunteer manager on required funder recognition (as outlined in grant agreements), messaging, and donor engagement opportunities, as appropriate.
- Works with advancement associate, who assists in the grants management process and manages the MHP fundraising database and donation acknowledgment process.
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree in English or related field or a combination of education and experience.
- Minimum of three years of grant writing experience.
- Familiarity with fundraising software, preferably eTapestry, and Instrumentl.
- Excellent writing, research, analytical, and organizational skills.
- Experience developing budgets and budget-to-actual reports for grants.
- Familiarity with accounting issues related to grants.
- Ability to communicate clearly and effectively.
- High ethical standards and ability to handle governmental and confidential materials.
- Proficient with MS Office software and internet proficiency to research funding opportunities.
- Ability to multi-task on numerous projects in collaborative and independent situations and work under pressure to meet deadlines for grant opportunities.
- Excellent interpersonal skills and ability to work effectively with diverse people.

**Job Type:** Full-Time

**Compensation:** Salary will be based on applicable experience.

MHP offers a competitive benefits package, including healthcare benefits, flexible spending accounts, 403(b) retirement matches, and generous paid time off.

**Application Process:** To apply, please submit your cover letter and resume, with salary requirements, to [hr@jobs@marcumllp.com](mailto:hr@jobs@marcumllp.com) and [lina.davila@marcumllp.com](mailto:lina.davila@marcumllp.com). Please include the job title "Grants Manager" in the subject line of your email.