



Grants and Development Officer

The mission of Jubilee Housing (JHI) 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: The Grants and Development Officer aids the Institutional Advancement department for Jubilee Housing by clearly and effectively translating our culture, values, and tone into engaging and dynamic written content. This position will be able to manage grants from identification to close-out and write persuasive, technically precise, compelling content for foundation, government, and corporate grant proposals.

Specific Duties:

- Manage an active portfolio of 50 past, present and potential funders.
- Perform research to identify potential funders using databases such as Foundation Directory, Instrumentl, GrantStation, and other resources.

- Manage the grant submission process for corporate, foundation, and government grant applications from start to finish, including drafting compelling letters of intent and full proposals, developing timelines, and producing interim and final reports.
- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals and reports to foundation and corporate sources; and to coordinate the management, tracking and maintenance of records in Salesforce.
- Work closely with executive, finance, program, and research/impact staff on all aspects of grant development, including the collection and/or creation of grant attachments.
- Staying informed about potential grant programs, funders, and government RFP cycles.
- Maintaining rapport with nonprofit leaders, program staff, and finance staff to gather applicable program and organizational information to write proposals.
- Maintain a detailed, prioritized grants calendar to ensure timely creation and submission of letters of inquiry, proposals, and reports.
- Conduct prospect research on potential funders in new and existing markets, and evaluate grant opportunities sourced by the development and program teams.
- Assist with internal quality control and copy editing by reviewing program reports.
- Stay informed on the latest funding, policy, and programmatic trends in housing, education, and reentry.

Reporting & Working Relationships: The Grants and Development Officer reports directly to the Director of Development. This person will also work closely with the Vice President of Institutional Advancement; the Director of Research, Impact and Evaluation (REI); Grants Manager; Finance Department; and the President & CEO.

Required Knowledge and Skills:

- Bachelor's Degree, or higher.
- Minimum of two years grant writing experience for a mid-sized non-profit institution.
- Experience with CRM systems; experience with Salesforce CRM a plus.
- Impeccable written communication skills with a demonstrated ability to produce and edit clear, creative, structured, and persuasive business communications and funding appeals.
- Intermediate understanding of budgets and financial statements.

- Process, discipline, and organization fanatic, who takes initiative, works with a sense of urgency, prioritizes and maximizes time, creates systems, and reliably develops and executes strategy.
- Ability to assimilate and convey conceptually complicated information in a succinct and compelling way, tailored to different audiences as needed. Ability to multi-task, manage concurrent processes/projects, and focus on the small, but important details in all projects while keeping the bigger picture in mind.
- Flexible, adaptable, and comfortable working in a fast-paced, non-profit environment.
- Resourceful researcher with incredible attention to detail.
- Ability to receive criticism and coaching constructively.
- Ability to work independently with minimal supervision.
- Comfortable with a spiritually grounded work place.
- Passion for Jubilee's mission.

Salary and Benefits:

- \$55,000 – \$65,000 Salary Range
- 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.
- Mission-oriented environment dedicated to meaningful work

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To Apply: Please email your resume, a cover letter, to cbulbulia@jubileehousing.org. Please reference the “**Grants and Development Officer**” in the subject line.

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

Jubilee Housing is an Equal Opportunity Employer

