

Grants Manager

Updated June 2025

Department: Development

Reports to: Development Director

Employment Type: In-Person, Full-Time, Salary, Exempt

About Our House

[Our House](#) empowers homeless and near-homeless families and individuals to succeed in the workforce, in school, and in life through hard work, wise decision-making, and active participation in the community. The Our House team has defined a set of seven [Guiding Principles](#) that characterize our culture and that we intentionally seek to uphold: Hard Work, Wise Decision-Making, Community, Initiative, Integrity, Safety, and Heart.

About the Role

You will be responsible for developing a pipeline of new and renewing grant funding sources for the organization, soliciting and writing new grants, ensuring compliance with the requirements of Our House grant funding sources, tracking and reporting program performance data, and more.

What You'll Do

- Develop a pipeline of funding opportunities by identifying program and funding needs, identifying and vetting sources of potential funding, and matching opportunities to needs
- Develop strong and successful funding applications including writing compelling narratives, assembling strong supporting documents, and developing and maintaining relationships with funders
- Handle the full range of grant management tasks for both public and private grant funding sources, including recordkeeping, reporting, interacting with funder representatives, planning and hosting funder site visits, conducting ongoing internal monitoring, tracking performance measures, and more
- Coordinate with the Finance Team to ensure proper recordkeeping, expense tracking, billing, and invoicing for both public and private grant funding sources
- Directly supervise a team to achieve organizational goals. Recruit, hire, and manage team members, holding them to a high standard of performance and ensuring compliance with all Our House personnel policies and procedures.
- Support efforts to track performance goals and surveys across the organization through team initiatives and contributing to data-informed improvements.
- Assist in program evaluation activities related to compliance and grant funding requirements as a collaborative member of the team.
- Maintain systems for tracking grants management tasks and deadlines and provide regular reports to the Leadership Team and Board of Directors
- Provide additional support to Development Director and Executive Director in areas including fundraising, administration, strategic planning and implementation, and more

- Conduct other duties as assigned to fulfill Our House's mission

What You'll Bring

- Proven experience in grant writing, grants management, nonprofit administration, or comparable area
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Excellence in organizational management with the ability to coach staff, manage and develop high-performance teams, set and achieve strategic objectives, and manage budgets
- Strong quantitative skills and experience with budgeting, forecasting, program outcomes tracking, and more
- Action-oriented, entrepreneurial, adaptable, and innovative
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

Requirements

- Bachelor's degree or higher preferred
- Minimum of 3 years or more in development, grant writing, or program compliance preferred
- Must be able to pass criminal background checks, child and adult maltreatment registry checks, sex offender registry checks, and a pre-employment drug screen

Benefits & Perks

Visit our [careers page](#) for more information on benefits and perks!

Our House is a drug-free workplace.

Our House is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all team members. People of color and members of the LGBTQ community are encouraged to apply.