



**POSITION:** Program and Grants Manager

**SUPERVISOR:** Director of Operations

**Overview of Position:**

The Program and Grants Manager is responsible for facilitating and coordinating the Continuum of Care (CoC) body for Anchorage and other identified grants and programs. In this role, the Program and Grants Manager works with member agencies to employ strategies for effectively implementing the CoC and obtaining positive outcomes in addressing homelessness. The Program and Grants Manager also works with various government entities and other community stakeholders to implement and advance local, state, and federal plans to end homelessness.

**KEY DUTIES AND RESPONSIBILITIES**

**Oversight of Continuum of Care (CoC) and Related Programs**

- Provide leadership and management of the annual HUD Continuum of Care Notice of Funding Availability (NOFA) and associated application process
- Assist with performance monitoring and review of grants funded through the CoC funding processes
- Manage other federal and state grants related to addressing homelessness
- Assist in the development and implementation of common outcome measures for programs addressing homelessness
- Assist in developing reporting, monitoring, and technical assistance procedures
- Assist in the planning, coordination, and evaluation of the Anchorage Homeless Response System (HRS), including coordinating the annual HRS Gap Analysis and Community Prioritization process
- Facilitate and/or participate in ACEH General Membership and Board meetings
- Represent ACEH at various community meetings and conferences
- Research, identify, and apply for additional funding sources to meet CoC goals
- Build and/or maintain relationships that will further CoC goals
- Assist in planning and conducting special events including point in-time count

**Contract Management**

- Monitor sub-grantees' program and financial performance to proactively identify and address issues
- Ensure compliance with contractual obligations as well as federal and state regulations
- Coordinate and facilitate sub-grantee meetings on a regular basis to

- discuss program progress and challenges
- Provide technical assistance to sub-grantees
  - Organize and maintain program records (i.e. contracts, payment requests, etc)
  - Ensure timely submission of reports to funders and other stakeholders
  - Other duties as assigned by the Director of Operations

## **QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree in Public Administration, Social Work, Public Policy, or a related field (Master's degree preferred).
- At least three years experience in in a program coordinator or contract management role preferably in the human services/nonprofit sector.

### **Preferred Knowledge and Skills**

- Experience in the writing and management of federal or state grants
- Knowledge of and experience in homelessness and housing issues and programs
- Experience with HUD Continuum of Care programs
- Ability to interpret and communicate federal regulations
- Strong interpersonal skills and the ability to develop strong working relationships across community, public, and private sectors
- Excellent oral and written communication skills
- Excellent organizational skills and the ability to manage multiple projects simultaneously
- Strong analytical skills and ability to measure and evaluate program performance
- Strong computer skills including proficiency in core Microsoft Office products – Word, Excel, PowerPoint