



Position Description: Grants Coordinator

April 17, 2017

Organization

Founded in 1987, Our House is a nonprofit organization based in Little Rock, Arkansas. 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. Each year, Our House serves over 1,800 unique clients including 1,200 adults and over 600 children. Our House benefits from more than 3,000 distinct volunteers contributing more than 24,000 hours of service each year; \$1.6 million worth of in-kind donations of good and services; and more than 200+ partnering organizations. The diverse workforce that makes up the 80 + person team at Our House includes salaried and hourly staff, AmeriCorps and VISTA national service members, interns and resident job trainees. Our House operates on a budget of approximately \$3 million per year. Over the last decade, Our House has experienced tremendous growth, with an operating budget that has quintupled in size since 2007 and a campus expansion that has included \$10 million in capital investment.

For more information, please visit www.ourhouseshelter.org

Corporate Culture

Our House has a uniquely positive and mission-focused corporate culture. Team members are encouraged and expected to take their positions seriously, work hard, work together, engage supporters wherever possible, and always remain focused on the Our House mission. Key characteristics of the corporate culture include a focus on problem-solving, capacity-building, entrepreneurialism, thriftiness, and teamwork.

Position Description

Reporting to the Grants Manager, the Grants Coordinator will ensure the growth of our programs by seeking out new funding sources, assisting with grant reporting and compliance duties, and developing and implementing new human resources systems and procedures.

Responsibilities

- Research, record, and report on new funding sources with a focus on grants and capital projects.
- Maintain detailed records of funding sources in the Our House database.
- Write reports and make recommendations to the development team on promising funding sources.
- Support the Grants Manager in developing systems to streamline application and reporting processes.
- Provide support to the Grants Manager in grant reporting and compliance activities.
- Aid in developing organization-wide standards for recording and tracking data.
- Create, implement, and lead an effective standardized onboarding experience for all new Our House team members.
- Organize and lead onboarding for large groups and for individual staff members.



- Provide support to all hiring managers in recruitment efforts.
- Additional duties as assigned.

Qualifications and Requirements

- Bachelor's degree or higher.
- Proven research and writing skills.
- Strong verbal communication skills; a persuasive communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to work effectively in collaboration with diverse groups of people.
- Must be trustworthy, hard-working, positive, a team-player and dedicated to the mission of Our House.
- Must possess a valid driver's license and vehicle to use in performance of job. Position requires some travel within Central Arkansas.
- Must be able to pass criminal background and child and adult maltreatment screens and a pre-employment drug screen.

Salary and Benefits

- This is a full-time, salaried, exempt position.
- Benefits include employee health insurance (paid by Our House) and optional dental, vision, and life insurance (paid by employee).
- 10 days of annual leave per year.
- 8 days of holiday leave per year including a "birthday holiday".
- 15 days of "requirements of life" leave per year (including sick leave)

To Apply

Please send a resume and cover letter to joy@ourhouseshelter.org. Include the words "Grants Coordinator" in the email subject line.

Our House is an equal opportunity employer.
Our House is a drug-free workplace.