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Regional Coordinated Grants Manager

Summary of Position: The Regional Coordinated Grants Manager leads the Greater Richmond Continuum of Care's (GRCoC) process for securing federal and state homelessness funding for the region. The role manages each stage of the coordinated grants system, from application to allocation to performance review, and helps local service providers compete for and use these funds to prevent and end homelessness. The position will work with the Director of Data & Policy, the Chief Executive Officer (CEO), other Homeward staff members and GRCoC stakeholders to plan and implement coordinated funding activities of CoC partners and committees, and to strengthen the work of Homeward and the CoC through strategic resource allocation, performance measurement, and program improvement.

Reports to: Director of Data and Policy

Duties and Responsibilities:

Cross-Partner Grant Writing and Reporting

- Managing all coordinated funding application cycles for the Greater Richmond Continuum of Care (including but not limited to HUD's Continuum of Care and Emergency Solutions Grant programs, the Virginia Department of Housing and Community Development's Virginia Homeless Solutions Program funding, and the Virginia Housing Trust Fund).
- Ensuring compliance with relevant funder expectations and guidance.
- Maximizing the competitiveness of the GRCoC for federal, state, and local coordinated funding opportunities.
- Providing subject matter expertise and guidance, technical competency, and administrative support in strategic resource allocation for the GRCoC.
- Serving as the lead technical and administrative support staff and facilitator for the GRCoC Ranking Committee.
- Collecting, interpreting, and synthesizing relevant quantitative and qualitative data metrics for use by the Ranking Committee, GRCoC Board, and other relevant stakeholders in the application, allocation, and performance improvement components of the coordinated funding processes.
- Providing formal and informal technical assistance to homeless service providers, community-based partners, and GRCoC applicants and grantees applying for and implementing federal, state, and local coordinated funding, including interpreting program requirements, eligibility, match, and compliance standards.
- Supporting and managing relevant community partners to identify strategic community funding goals and monitoring progress towards meeting these goals.
- Serve as the lead grant writer for GRCoC coordinated applications, leading and coordinating contributions from Homeward staff, nonprofit and government partners, and other stakeholders.

Performance, Compliance, and Program Monitoring

- Monitoring the performance of publicly funded programs by ensuring regulatory compliance and measuring progress towards meeting community-established goals and objectives
- Supporting data-informed decision-making for funding allocation including quantitative statistical information and qualitative data from people with lived experience, homeless service providers and GRCoC stakeholders.

- Ensure that all funder requirements for application submission and performance reporting are met.
- Ensure CoC partner agencies report as needed for compliance including grant match amounts, sources, and related information.
- Partnering with the Data and Policy team and other Homeward staff to develop and implement performance measures, monitoring tools, and program improvement strategies that connect funding decisions to system outcomes.

Knowledge, Skills, and Abilities:

- Maintain a solutions-focused approach to complex, high-barrier community challenges
- Possess strong writing, reading, listening, and verbal communication skills.
- Possess well-developed decision-making skills, attention to detail with a high level of accuracy.
- Ability to excel in a diverse, collaborative team environment.
- Display a high level of initiative, effort, and commitment towards completing assignments efficiently.
- Possess excellent time management skills and the ability to work with minimum supervision.
- Understanding of homeless services operations, procedures, and applicable regulations, including HUD homeless assistance programs, is strongly preferred.

Experience and Qualifications:

- Three or more years of experience leading and writing federal and state funding applications, including multi-program or multi-agency applications (such as the HUD CoC Consolidated Application, ESG, or similar collaborative submissions)
- Demonstrated success facilitating collaborative processes across multiple organizations, such as funding review or ranking committees, coalitions, or multi-agency partnerships, including work with nonprofit, government, and community partners
- Experience providing technical assistance to nonprofit or community-based organizations on federal grant requirements, eligibility, and compliance
- Experience collecting and interpreting statistical information (quantitative and qualitative) for data-based quality improvement and outcomes-based reporting, and partnering with program and data staff on performance measurement and program improvement
- A passion for people-centered change processes
- Ability to manage large, complex, multi-stage projects and effectively collaborate with various stakeholders to achieve identified goals
- Ability to manage multiple assignments and prioritize work based on urgency and importance
- Ability to work as a leader and as a member of the team
- Ability to read, interpret, and synthesize complex documents, including funding regulations, guidance from federal, state, and local administrators, and statistical information.
- Exceptional oral and written communication skills including customer service orientation to support regional partners.

Homeward is an equal opportunity employer, and we are committed to increasing and enhancing the diversity of our professional team. Hybrid position with remote working and some in person meetings. Hiring salary: $85,000 per year with comprehensive benefits package.

To apply, please send your resume and a letter of interest with information on your experience in related efforts to jobs@homewardva.org. Open until filled.

 For more information on Homeward and the Greater Richmond Continuum of Care, please visit www.homewardva.org and www.endhomelessnessrva.org.