

Grants Officer



At a Glance

Time Commitment: Full-Time, 37.5 hours/week

Experience Level: Intermediate, Mid-Career

Team: Philanthropy and Communications; reports to Director of Philanthropy

Salary: \$60,000-\$67,500/year + benefits

Location: Asheville, NC

Anticipated Start Date: August 15, 2025

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The Opportunity: Mountain Housing Opportunities (MHO) has delivered affordable housing solutions for income-limited homeowners and renters in and around Buncombe County since 1988. In 2020, MHO's Board of Directors adopted an ambitious 5-year Strategic Plan that outlined goals to help meet our region's demand for more and better affordable housing solutions. That plan includes increasing production for both affordable rental and homeownership units, doubling the number of households served by home repair, expanding our down payment assistance program, adopting a service-enriched housing model for MHO's affordable rental communities, growing philanthropic support, and examining our outcomes across our services in order to identify and improve our ability to deliver services that address historic inequities and deliver justice and empowerment through housing. MHO's suite of affordable housing programs and services are all the more critical as our region begins the long-term recovery efforts from the devastating impacts of Hurricane Helene. **As we continue to scale our work to meet Western NC's affordable housing needs, MHO is seeking a dynamic fund development professional to lead our grant writing and management work.**

Position Summary: The Grants Officer is responsible for sourcing, securing, and stewarding private and public grant funding in support of the mission and work of Mountain Housing Opportunities. This includes but is not limited to prospect research and funding opportunity identification, proposal and budget development, extensive content sourcing and writing, application submission across diverse platforms, activity and expenditure tracking, and necessary reporting. The Grants Officer deploys a cross-departmental grants management approach that engages the philanthropy, program, finance, and executive teams and guides development and implementation of systems to identify and track grant prospects, application deadlines, submitted proposals, grant awards, and reporting requirements. In partnership with the Director of Philanthropy, the Grants Officer engages key grantmaking contacts in order to create aligned and successful proposals, steward grantor relationships, and grow overall grants revenue. The Grants Officer position is responsible for documenting key grant and/or constituent-related information in MHO's fundraising CRM (Bloomerang). Finally, this position supports the overall efforts of the Philanthropy and Communications team and MHO at the enterprise level.

Essential Duties and Responsibilities

Grant Writing and Management (85%)

Research and Writing

- Research and identify new grant funding prospects that align with our mission.
- Write clear, compelling grant proposals and applications that make a strong case for why funders should invest in our work.
- Work with program leaders to gather insights, data, and real-life impact stories to strengthen proposals.
- Ensure grant proposals align with the organization's broader operating and strategic plans.

Grant Management & Compliance

- Manage all aspects of awarded grants, including compliance, reporting, and funder stewardship.
- Track and report on grant-funded activities, making sure we're meeting our commitments to funders.
- Coordinate with the finance team to monitor grant budgets and spending, ensuring alignment with funder requirements.
- Schedule and lead grant check-in meetings with appropriate programs staff in order to track project progress and spending for restricted grants.

Financial & Data Management

- Work closely with the finance team to track grant budgets and expenditures, ensuring alignment with funder requirements.
- Maintain accurate records in donor and grant management platforms.

Funder Relations & Reporting

- Develop and submit timely and accurate reports to funders, demonstrating program impact and financial accountability.
- Provide regular updates to leadership and program staff on grant progress, funding opportunities, and requirements.
- Maintain strong relationships with funders, ensuring they understand the impact of their investment, in partnership with the Director of Philanthropy and MHO's program and executive leaders.

Process Optimization & Continuous Improvement

- Assess and improve grant management processes and systems for efficiency and effectiveness.
- Keep abreast of best practices in grant management and nonprofit fundraising.
- Actively engage with grants professionals and other industry peers through formal and informal connections.

Strategy, Planning, and Departmental Support (10%)

- Under the supervision of the Director of Philanthropy, work collaboratively to develop and guide a grants plan with goals, strategies, and tactics designed to steward current and secure new funders aligned with organizational priorities.
- Track spending and manage budgets associated with grants management.
- Support and engage MHO Board of Directors and other volunteer leaders, in particular members of the Philanthropy and Communications Committee; actively contribute to and guide Committee work as needed.
- Participate as an integral member of the Philanthropy department, attending meetings, supporting activities and special events, and executing other departmental tasks as necessary.
- Represent MHO at meetings, convenings, or other external engagements.

Other Duties as Necessary (5%)

Supervisory Responsibilities: There are no supervisory responsibilities for this position.

Qualifications

- Strong affinity for MHO's mission and service population; shared commitment to MHO Values. (required)
- Bachelor's degree in a related field or equivalent career experience. (required)
- Minimum of 3 years progressive professional experience in grant writing and grant management in a non-profit setting. (required)
- Exceptional writing, editing, and proofreading skills. (required)
- Expert proficiency in business software applications, including Google Workspace and/or Microsoft Office. (required)
- Experience with CRM systems, such as Bloomerang, Blackbaud applications, Salesforce, or other fundraising database solutions. (required)
- Familiarity with grants management technology solutions specific to research, application, and tracking, such as Instrumental.

Competencies

- Organized, with relentless attention to detail.
- Highly effective planner who develops and deploys effective project management and time management practices.
- Passionate about producing winning proposals and stewarding grant resources and grantor relationships.
- Clear and confident communicator.
- Curious, investigative, and motivated by continuous learning.
- Strong interpersonal and collaboration skills with the ability to work effectively across teams and with external partners.
- Manages shifting priorities and complex workflows in a dynamic work environment.
- Able to discover challenges, identify and implement resolutions, and adjust approach as

needed.

- Navigates interactions with a broad range of MHO staff, volunteers, clients, residents, supporters, and partners with kindness and respect.
- Actively seeks out and participates in ongoing learning and skill-building opportunities related to responsibilities, organizational priorities, industry, and sector.
- Builds trust through accountability, demonstrates compassion, practices patience, cultivates optimism; demonstrates a high level of professionalism in dealing with confidential and sensitive issues.

Working Conditions

Cognitive: Able to accurately read written information, communicate via phone and via email, and verbally/in-person in the English language; able to understand and relate to concepts behind specific ideas and remember multiple tasks/assignments given over a period of days; able to attend to tasks/functions for more than 60 minutes at a time; able to concentrate on detail in both office and field with moderate interruption.

Physical: Must be able to work on a computer for extended periods; able to push/pull/carry objects less than 20 pounds; sit, stand, bend, kneel, walk, climb stairs; may need to enter/exit buildings that are under construction, occasionally, without normal ingress/egress available; able to travel offsite, as needed, via necessary transportation, to MHO sites, clients, and events, or to attend regional and/or statewide meetings, trainings, or events. It is the policy of MHO to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship.

Environmental: Subject to low to moderate noise typical of office work environments (computers, printers, staff interactions); occasionally exposed to construction site noise and hazards for short periods of time; must wear personal protective equipment, such as safety glasses, earplugs, safe footwear when warranted; may be subjected to various weather conditions including hot or cold temperatures and precipitation.

Time-Oriented: Must be able to work 37.5 hours during the regular workweek (Monday-Friday), with work required during occasional weekend and evening hours as well as occasional holidays.

Salary and Benefits: This position will receive a competitive total compensation package. The salary range is \$60,000-\$67,500 annually. MHO provides employer-paid medical, dental, vision, life, short and long-term disability insurance; 3% retirement contribution; 12 paid holidays; and 20 days PTO in year 1, increasing one day per year of service up to 25 days.

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Equal Opportunity Employer: MHO provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender (including

pregnancy), sexual orientation, gender identity or expression, national origin, age (over 40), disability, genetic information, marital status, status as a covered veteran, or any other protected class or characteristic under applicable federal, state or local laws. MHO complies with applicable federal, state, and local laws governing nondiscrimination of employment in every location in which MHO has employees.

About Us: Founded in 1988 by volunteers, Mountain Housing Opportunities is the regional nonprofit leader in developing and preserving safe, stable, and affordable housing in Buncombe County and beyond. MHO serves more than 2,000 households each year in western North Carolina through affordable rental homes, essential home repair, the construction and sale of new affordable homes, and down payment assistance. MHO's mission is to build and improve homes, neighborhoods, communities, and lives, and build hope and dignity in the people we serve. MHO is a 501(c)(3) non-profit organization and operates as a Community Development Housing Organization (CHDO) and a Community Development Financial Institution (CDFI). Visit <https://mtnhousing.org/> to learn more.