



Housing Counseling Grants Manager

Reports to Deputy Director

About the Role

The Housing Counseling Grants Manager will be responsible for managing housing counseling program grants. Your job will focus on grant reporting, technical assistance to the local housing counseling network across the state, and program management and compliance. This role also supports housing counseling agencies through the management of the AmeriCorps VISTA program. This position is part of the Coalition's strategy to incubate and grow the capacity of housing counseling agencies across the Carolinas as part of our mission to ensure that every North Carolinian has a home in which to live with dignity and opportunity.

This role is a remote-first position, but may need to be available for occasional travel to the Triangle, or around the state.

Your First 90 Days

You will meet and begin to develop relationships with NCHC staff, contractors, and housing counseling agencies. In the first 90 days you will become acclimated with the various housing counseling program requirements and grant reporting. You will also make contact with the Coalition's various housing program grant funders points of contact.

What Success Looks Like

Understanding federal, state, and local grant program compliance regulations. Successful coordination of AmeriCorps VISTA members. Meeting deadlines in a timely and efficient manner. Providing technical assistance to housing counseling agencies to ensure program outcomes and requirements are met.

What You'll Bring

- Proficiency in the use of financial management software (spreadsheets and databases);
- Understanding of state and federal grant regulations and reporting;
- Ability to interpret complex grant funding requirements;
- Ability to interpret federal, state, and local government laws and regulations regarding grant administration;
- Ability to review the work of others to ensure conformance to funding standards;
- A deep commitment to equity and a passion for housing as a human right;
- An eagerness to be a housing counseling ambassador and the ability to communicate complex information, research, and technical details to a variety of different audiences and partners; and
- Availability for occasional travel to provide technical assistance and training to housing counseling agencies

We know there are great candidates who may have skills we haven't thought about. If that's you, don't hesitate to apply and tell us about yourself.

What We Offer

- Starting salary range of \$55,000 - \$60,000;
- Health/Vision/Dental insurance and 80% of cost for dependent coverage;
- 403(b) employer contribution at 3% and a 2% match;
- Medical and child care flexible spending accounts;
- Supportive parental leave policy;
- The ability to work remotely; and
- Other benefits.

About the NC Housing Coalition

The vision of the NC Housing Coalition is a North Carolina with just and affordable communities. For more than 30 years, our mission has been to lead a movement to ensure that every North Carolinian has a home in which to live with dignity and opportunity. The long term impact we wish to have is that our state's community-powered housing ecosystem is equipped to make just and affordable communities a reality across NC. To achieve this, our strategies focus on convening, reinforcing, resourcing, and mobilizing that ecosystem.

If interested:

Please send a resume, references, and a cover letter about your career goals to jobs@nchousing.org with the subject line "Housing Counseling Grants Manager".