NOTICE OF JOB POSITION OPENING

Date posted: June 26, 2020

POSITION TITLE: Grants and Development Analyst
LOCATION: Weslaco Office, 134 W 5th St. Weslaco, TX 78596
REPORTS TO: Director of Grants and Development
PAY RANGE: Pay Grade C ($27,078 - $40,617)

PRIMARY PURPOSE:
To perform tasks related to the planning, implementation and development of various grants received by the organization. To prepare and submit monthly/quarterly reports, request reimbursement of grant monies from various funding sources and administration of grant funded properties efficiently and expeditiously and in accordance with established policies and procedures. To coordinate activities related to the project's development from acquisitions, through completion, and disposition to a qualified family.

RESPONSIBILITIES:
• Collaborate with other departments (e.g. Accounting, Construction, Lending, Real Estate, Operations) to ensure efficient administration of all grant programs.
• Monitor grant expenditures and provide reports to inform management of the operation and progress.
• Ensure grant draws are completed in a timely manner.
• Ensure program income is remitted to funders in a timely manner.
• Coordinate, prepare, and submit monthly/quarterly reports on grant expenditures to funders.
• Coordinate activities related to the project’s development from acquisition through disposition.
• Reconcile quarterly loan records for grant funds.
• Coordinate methods to safeguard grant project assets and ensure reliability of accounting data.
• Assist in the coordination of grant audits.
• Assist the department head and grant specialist in planning and scheduling project timelines and milestones using appropriate tools.
• Prepare, package, and submit letters of interest, proposals and grant applications.
• Prepare progress reports, grant proposals, and other required documentation.
• Perform analysis of grant expenditures related to expenditure timelines.
• Accurately maintain and organize grant files.

EDUCATION/CERTIFICATION/EXPERIENCE:
• High School Diploma from an accredited high school or equivalent.
• Graduation from an accredited University or College with a two year degree in Accounting or Business Administration preferred.
• Minimum two years’ experience in developing and monitoring budgets, preparing federal grant draws, financial management, applying accounting and not-for-profit accounting principles.
• Strong knowledge of real estate, community lending and single family housing programs preferred.

Complete online application at www.ahsti.org [Select Careers].
Questions? Email careers@ahsti.org

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