



Job Title: Grants & Development Associate
Development: Development Department
Reports To: Executive Director
FLSA Status: Exempt
Salary: \$1,923.08 per bi-weekly pay period (Annualized salary rate \$50,000.08)
Location: 1922 N. Pulaski Road, Chicago, IL 60639
Schedule: Monday through Friday
9:00 a.m. to 5:00 p.m.
Schedule subject to change based on office needs

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Organization Mission:

SCH's Mission is to build generational wealth through housing counseling, financial education, and advocacy, by connecting low-to-moderate income households to resources that create housing stability, homeownership, and economic mobility.

Organization Summary:

SCH has two locations to serve the North and South sides of Chicago and serves over 10,000 clients per year. SCH is a local and national leader in the housing counseling sector and continues to innovate its service delivery and expands its target market presence. We deliver quality programs and compassionate service to all residents in need.

Position Summary:

The Grants and Development Associate is responsible for researching, identifying, preparing and submitting grant applications and reports primarily to foundations and corporations. This position will also assist with government grant applications and the agencies donor relations activities.

Responsibilities:

Grant Writer: 80% of time

- Develop knowledge of program areas and how they relate to the SCH's mission.
- Research prospective funding opportunities and track trends in policy.
- Write and submit applications/proposal tailored to Foundation and Corporation specific requirements.
- Coordinate, write, and submit government grant proposals in collaboration with Program staff, Administrative team, and Executive Director.
- Maintain a grant calendar and database to ensure timely, accurate tracking and reporting of all corporate, individual, government and foundation donor activity.
- Monitor and maintain compliance and prepare reports to funders.
- Write tailored acknowledgement letters.
- Maintain an up-to-date database of organization's donors and partners and level involvement.
- Assist other members of the development team and the Executive Director as needed (prospect research, success stories, assistance at benefit events, etc.)

- Engage in periodic travel to conferences, site visits and Board meetings.
- Assist with preparing Board documents.
- Support Executive Director with correspondence, scheduling, electronic filing, and updating contacts.
- Coordinate and maintain SCH's memberships and subscriptions related to the Development Department.

Other Responsibilities: 20% of time

- Support content development for digital media, including social media and e-newsletter.
- Coordinates agency mailings and other administrative functions.
- Assists with coordination, promotion and logistics of special agency events, to include press releases.
- Mandatory participation in occasional weekend events hosted by employer/ and or affiliates.
- Build grants management skills through webinars, research and other self-directed actions.
- Performs other duties as assigned/special projects as assigned.

Qualifications:

- A bachelor's degree with a minimum of 2 years' experience in development or similar field.
- Solid experience in grant writing and contract administration, including online application process.
- Critical thinking with excellent verbal, writing and editing skills.
- Detail oriented, organized problem solver.
- Data analysis and geocoding, mapping experience a plus.
- Creative and flexible.
- Able to exercise independent judgement and handle multiple priorities simultaneously.
- Ability to understand budgets as they relate to proposals and grants.
- Knowledge of local philanthropic community.
- Proficiency in Microsoft Office Suite including Microsoft Word, Excel, PowerPoint, and Outlook
- Ability to work in a dynamic and fast-paced environment both as part of a team and individually.
- Accountability for work and have a high level of professional and personal integrity.
- Trustworthiness with knowledge of confidential foundation and donor information.
- Interest in community development, housing issues, organizational development, and communications
- Reliable transportation
- Bilingual English/Spanish a plus but not required.

Compensation:

Compensation is \$1,923.08 per bi-weekly pay period. (Annualized salary rate \$50,000.08). Full-Time 40 hours. Excellent compensation package after 90-day evaluation; affordable health insurance, dental, vision and life; employer-matching 401k contribution; and opportunities for professional development.

Special Note:

Writing samples must be submitted with application.

Physical Demands and Work Environment:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 30 pounds. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand, walk; sit; reach with hands and arms balance, stoop, kneel or crouch.
- The workplace is a smoke and drug free environment.

SCH is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. SCH does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex,

age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. SCH is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

To Apply:

Visit us at www.sc4housing.org/careers