Job Summary

The Government Grant Writer’s primary responsibility is securing adequate government support for The Road Home’s critical programs. The Government Grant Writer coordinates with multiple departments to compile all documents, gather needed information, and write applications for all government grants. This position is responsible for ensuring applications accurately reflect existing or future programming needs. The Government Grant Writer must speak to The Road Home’s story, mission, and vision to educate potential funders about our programs and work through all aspects of the grant cycle, from application to closeout. This position leads on all requests for data from funders during application, annual reports, and as requested throughout the year. This position leads report submission and reviews reports with program supervisors to ensure reporting accuracy and fidelity. The Government Grant Writer tracks grant progress from application to executed contract through closeout. Additionally, this position provides training support on government grant regulations, contracts, and data. The Government Grant Writer assists with program audits and monitorings from funders and provides guidance and support to departments involved in the grant management process as we work to help people step out of homelessness and back into the community.

This position requires a high degree of organization, attention to detail, and the ability to learn new tasks. This position will interact with many departments of The Road Home and must be able to accept changing roles and priorities as necessary. The Government Grant Writer position must meet critical deadlines for applications and other tasks, therefore this positions requires flexible scheduling and the ability to complete tasks on short notice, occasionally outside of normal business hours. We are looking for a passionate self-starter interested in working for a learning based agency that operates Utah’s largest emergency shelter and resource center as well as an effective performance driven housing program for individuals and families exiting homelessness.

Duties and Responsibilities

1. Manage the application process for more than 50 government applications annually
2. Collaborate with program supervisors to ensure applications accurately reflect program goals, metrics, and delivery methods
3. Confirm programmatic budgets and data to inform applications and provide insight to funders on the impact their funding has for the guests we serve
4. Collaborate with Information Technology (IT) teams to evaluate and understand data and information
5. Attend grant trainings, coordinate with other community providers, and relay important guidance to program supervisors
6. Collect and analyze data to include in grant applications
7. Lead reporting reviews and submissions
8. Complete and distribute application feedback to appropriate contributing departments
9. Identify additional funding opportunities through local, State, and Federal governmental bodies
10. Maintain an organized filing system and develop mechanisms to improve existing systems
11. Support the Grants Management team with additional tasks related to maintaining grant compliance
12. Other duties as assigned

**Education and Experience**

1. Bachelor’s degree from an accredited college or university (or equivalent) - *preferred*
2. Experience with government grant writing from Federal, State, and local sources - *preferred*
3. Experience working with diverse populations – *preferred*

**Skills and Requirements**

1. Strong belief in the Housing First model
2. Strong interpersonal skills and ability to work with diverse populations
3. Excellent writing and documentation skills
4. Proficient in Microsoft Office programs including but not limited to Word, Excel, PowerPoint, and Access or other database systems
5. Willing to be a proactive member of a team
6. Willing to diligently work to complete tasks and projects within deadlines
7. Ability to work with community partners
8. Self-starter and self-directed
9. Positive, energetic personality with a strong work ethic
10. Dependable and reliable
11. Ability to take direction and accept feedback from staff at all levels
12. Able to communicate effectively and handle difficult situations with professionalism, compassion and from a Trauma Informed Care perspective.
13. Must be able to pass a pre-employment background test and drug screen

**Physical and Equipment Requirements**

Lifting up to 25 lbs. (files, file boxes)

Ability to stand and walk for at least an hour at a time
Instructions to Apply

To apply, please email resumes@theroadhome.org. Please include the job title, Government Grant Writer, in the subject line.

The Road Home is an Equal Opportunity Employer