



Monarch Housing Associates Grants Coordinator Job Description

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Monarch Housing Associates is a mission driven, results oriented, state wide non-profit consulting firm. Our vision is that every person will have quality affordable, permanent housing that fosters freedom, independence and community integration. Our mission is to expand the supply, accessibility and variety of affordable, permanent supportive housing. This is accomplished through housing development, planning, advocacy/policy work and partnership with stakeholders across the state. Monarch offers support to our partners in developing and financing affordable and supportive housing, and developing and implementing plans to end homelessness.

General Description:

As a member of Monarch's Executive Team, the Grants Coordinator will be responsible for managing and tracking the Agency's contracts and grants, ensuring timely applications, reporting and other requirements and overseeing the grant application process from beginning to end. The Grants Coordinator will provide leadership and serve as the liaison between Monarch and numerous contracted agencies. This position requires the ability to multi-task, with excellent time management, writing and proof-reading skills.

Duties and Responsibilities:

- Provide leadership and manage numerous applications, grants and contracts
- Track and manage existing contracts and grants, ensuring Monarch is in compliance with all associated requirements, renewal deadlines and reporting
- Invoice contracted agencies for fees and ensure timely payment
- Establish effective communication methods
- Compile necessary information for the application process through collaboration with other employees
- Draft and compile grant and RFP applications according to application requirements
- Ensure applications are submitted within application parameters
- Complete all documents, forms, and reports required by the each grant or contract
- Coordinate the monitoring and evaluation of programs and projects that are funded by grants



- Maintain paperwork connected to all applications, grants and contracts
- Perform other related duties as assigned

Qualifications and Requirements:

- Minimum Bachelor's Degree
- At least three years of experience in grant coordination or similar job function preferred
- Experience in a non-profit organization preferred
- Understanding of effective grant writing techniques
- Excellent interpersonal, verbal and written communication skills
- Ability to work effectively with all staff members, including the CEO and COO
- Proficiency in Microsoft Office Suite (Word, Excel) and Adobe
- Extremely organized, meticulous with details and possessing strong proof reading skills
- Ability to work independently and take responsibility for ensuring all deadlines and other requirements are met
- Excellent project management skills and ability to prioritize work and resources
- A strong work ethic, integrity, and the highest ethical standards
- Ability to be discreet and maintain the utmost confidentiality with information
- Sensitivity to varying cultural, ethnic and social backgrounds, values and attitudes

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Job Schedule and location: Full-time hours, generally M-F, 9:00am-5:00pm. Must be willing to work occasional hours outside normal work hours. Must be able to come into the Monarch office in Cranford at least once a week. Occasional travel around the state of New Jersey is required.

Compensation: \$40,000-\$45,000 depending on experience. Full benefits package available, including Health, Dental and Vision insurance, 401K, 401K match, generous time off, professional development opportunities.

Monarch is an Equal Opportunity/Affirmative Action Employer

Send cover letter and resume to:
Asish Patel, Monarch Housing Associates
E-Mail: apatel@monarchhousing.org