

Statement of Purpose:

Waco Habitat for Humanity, Inc., founded in 1986, is a nonprofit, ecumenical Christian housing ministry that seeks to provide a decent house in a decent community for all of God's people in need. Habitat invites people from all walks of life to work together in partnership to help build and repair houses with partner families. Habitat builds homes in partnership with low-income families, and those homes are built and repaired using primarily volunteer labor. Our partner families serve alongside Habitat staff and volunteers as they move toward either repairing the home they already own or eventually purchasing their home through a zero interest loan.

Mission of Waco Habitat for Humanity:

We envision a world where everyone has a decent place to live. Seeking to put God's love into action, Waco Habitat for Humanity brings people together to build homes, communities and hope.

Mission Principles of Waco Habitat for Humanity:

Demonstrate the love of Jesus Christ:

We understand our work to demonstrate the love and teachings of Jesus, acting in all ways in accord with the belief that God's love and grace abound for all, and that we must be "hands and feet" of the love and grace in our world. We believe that, through faith, the minuscule can be multiplied to accomplish the magnificent, and that, in faith, respectful relationships can grow among all people.

Focus on Shelter:

We have chosen, as our means of manifesting God's love, to create opportunities for all people to live in decent, durable shelter. We put faith into action by helping to build, renovate or preserve homes, and by partnering with others to accelerate and broaden access to affordable housing as a foundation for breaking the cycle of poverty.

Advocate for affordable housing:

In response to the prophet Micah's call to do justice, to love mercy and to walk humbly with God, we promote decent, affordable housing for all, and we support the global community's commitment to housing as a basic human right. We will advocate for just and fair housing policy to eliminate the constraints that contribute to poverty housing. And, in all of our work, we will seek to put shelter on hearts and minds in such powerful ways that poverty housing becomes socially, politically and religiously unacceptable.

Promote dignity and hope:

We believe that no one lives in dignity until everyone can live in dignity. We believe that every person has something to contribute and something to gain from creating communities in which all people have decent, affordable places to live. We believe that dignity and hope are best achieved through equitable, accountable partnerships.

Support sustainable and transformational development:

We view our work as successful when it transforms lives and promotes positive and lasting social, economic and spiritual change within a community; when it is based on mutual trust and fully shared accomplishments; and when it demonstrates responsible stewardship of all resources entrusted to us.

All are Welcome:

Waco Habitat for Humanity has an open-door policy: All who believe that everyone needs a decent, affordable place to live are welcome to help with the work, regardless of race, religion, age, gender, political views or any of the other distinctions that too often divide people. In short, Habitat welcomes volunteers and supporters from all backgrounds and also serves people in need of decent housing regardless of race or religion. As a matter of policy, Habitat for Humanity International and its affiliated organizations do not proselytize. This means that Habitat will not offer assistance on the expressed or implied condition that people must either adhere to or convert to a particular faith, or listen and respond to messaging designed to induce conversion to a particular faith.

Equal Opportunity Employer:

Waco Habitat for Humanity is an Equal Opportunity Employer.

Position Summary:

The Grants and Contracts Manager for Waco Habitat for Humanity gathers and maintains all required application documentation, reporting, funds reconciliation, and grant schedule management.

Reports to:

Director of Operations

Position Equivalency:

Part-time (0.50 FTE) hourly, non-exempt position
Flexible work schedule, to allow for non-routine deliverables

Time Requirements:

Routine work schedule Monday through Friday, 20 hours per week
Flexibility in work schedule to complete expectations of position

Beginning Salary:

\$18-\$20 per hour dependent on experience, education and skills

Qualifications:

- Experience researching, writing and reporting on diverse funding streams
- Successful experience in applying for grants or other program funds
- Successful experience in administration/management of contracts
- Experience in analyzing diverse data sets and preparing management reports
- Computer skills (word processing, spreadsheet management, database management)
- Ability to manage multiple tasks
- Ability to work as part of a team
- Good communication skills – bilingual (English/Spanish) preferred

Duties and Responsibilities:

1. Serve as chief principle writer for grant applications.
2. Prepare and report grant and contract amendments, interim reports, routine reports and special reports as defined by applicable terms of agreements.
3. Provide expert analysis of current and potential grants and contracts to assist managers with strategic planning efforts.
4. Serve as chief researcher for new development opportunities in public and private foundation and grant support.
5. Assist with donor cultivation, follow up, and other development outreach strategies as requested.
6. Coordinate with program staff to integrate grant requirements with intake and program procedures.
7. Coordinate draw-down of grants including federal, state, local, foundation, businesses, and domestic partnerships through Habitat for Humanity.
8. Maintain timely grant support documents such as 501(c)3 status, service demographics and program statistics.
9. Generate and reconcile monthly grant reports with requisitions/draw downs.
10. Generate monthly reports of research, application and receipt of grants and contracts.
11. Perform other duties assigned.

Acknowledgement of Responsibilities:

Nothing in this position description binds Waco Habitat for Humanity or any employee to a specific or definite period of employment or to any specific rules, practices, policies, procedures, benefits, guidelines, working conditions or privileges of employment. As an employee, you are an at-will employee completely free to quit or resign from the organization at any time you choose, and Waco Habitat for Humanity has the same right to end the employment relationship at any time it chooses, for any reason, with or without notice. By the signatures below both Employee and Supervisor acknowledge opportunity to review this position description and Employee states understanding expectations of performance.

Employee

Date

Supervisor

Date

Executive Director

Date