



Title:	Grants Coordinator, Continuum of Care	Group/Team:	Continuum of Care, Community Impact
Reports To:	Director of Continuum of Care	Status:	Full-Time (37.5 hours/week)
FLSA Classification:	Exempt	Minimum Salary	\$53,920

POSITION SUMMARY

The Continuum of Care (CoC) for Kalamazoo County is a program of the United Way of South Central Michigan (UWSCMI). CoC is a planning and coordinating body with big aspirations—that all Kalamazoo County residents have the opportunity to live in safe, healthy and affordable homes in a thriving community. The CoC is a collaborative network of organizations and agencies working together to address homelessness. To do this, CoC seeks to find equitable solutions to systems challenges that center people in every decision.

As a Grants Coordinator for the CoC, you would serve as an integral member of the team and play a critical role in managing and coordinating all aspects of the grant funding process to support homeless services and housing programs. You will have the opportunity to work in a hybrid position based out of the UWSCMI Kalamazoo office with a minimum of 3 days in the office with occasional travel to conferences and trainings.

KEY RESPONSIBILITIES/ESSENTIAL DUTIES OF POSITION

- **Equity, Diversity and Inclusion:**
 - Contribute to an equitable, diverse, and inclusive organizational culture that centers people in every solution, process and function.
- **Grant Management:**
 - Identify, research, and pursue program- and mission-aligned grant funding opportunities from various sources, including government agencies, foundations, and private donors.
 - Administer the entire grant lifecycle for CoC grants including pre-award activities such as grant writing, budget development, and submission for the HUD CoC Program Collaborative application process for HUD and MSHDA and the HUD prioritization process.
 - Monitor grant performance in association with the Allocations and Accountability team, track expenditures, and maintain accurate records.
 - Foster collaborative relationships and partnerships to maximize grant funding opportunities and coordinate efforts to address homelessness.
- **Budget & Financial Management:**
 - Work closely with CoC member organizations, service providers, and community stakeholders to identify funding needs and priorities.

- Assist in managing program budgets in coordination with Director of Continuum of Care, finance staff and program managers. Monitor grant expenditures, track financial performance, and ensure compliance with budgetary guidelines.
- **Monitoring and Compliance:**
 - Ensure compliance with grant requirements for MSHDA/HUD and local CoC processes, regulations, and reporting guidelines. This includes timely and accurate submission of grant reports, progress updates, and financial statements to funding agencies in coordination with the Allocations and Accountability team and Homeless Management Information System (HMIS) Administrator.
 - Maintain documentation and records to support compliance with grant terms and conditions. Collaborate with program staff to gather data and outcomes for reporting purposes.
 - Maintain systems to monitor grant-funded programs and projects including HUD/MSHDA. Conduct site visits, audits, and evaluations to assess program effectiveness, identify areas for improvement, and ensure compliance with grant objectives. Coordinate with the Allocations and Accountability team.
- **Research:**
 - Stay informed about current trends, policies, and best practices in the field of homelessness and grant funding. Conduct research to identify innovative approaches, evidence-based practices, and potential funding sources to support CoC initiatives.
- **Cross-functional Collaboration:**
 - Partners with UWSCMI departments including but not limited to Resource Development, Finance and Accounting, and Community Impact to ensure clear mission and organizational alignment and adherence to organizational policies, procedures, and processes.
- **Other duties as assigned.**

JOB REQUIREMENTS

- Demonstrates a commitment to equity, diversity and inclusion and ability to apply anti-oppressive and anti-racist principles in the workplace.
- Experience in grant writing, grant management, and administration. Formal education such as a bachelor's degree in business, public administration, social work, nonprofit management, or a related discipline, or grant writing certification may substitute or supplement experiences to meet this requirement.
- Experience in the field of homelessness or social services including knowledge of unhoused issues, housing programs, and the Continuum of Care model is preferred.
- Strong knowledge of federal, state, and local grant regulations, policies, and procedures related to housing crisis and the unhoused is preferred.
- Excellent written communication skills with the ability to develop compelling grant proposals, reports, and correspondence.
- Experience in budget and financial management and reporting.
- Strong organizational skills with the ability to manage multiple grants, deadlines, and priorities.

- Proficiency in using databases, and Microsoft 365 applications including Word, PowerPoint, Excel, and Outlook.
- Ability to collaborate effectively with diverse stakeholders and build strong relationships.
- Demonstrates an attention to detail, analytical thinking, and ability to solve problems
- Excellent communication and interpersonal skills.
- Ability to work independently with minimal supervision.
- Ability to maintain the confidentiality of sensitive information.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Ability to work in front of a computer for extended periods of time.
- Frequent sitting, standing, and walking.
- Occasional lifting up to 5 pounds.
- Successful completion of a criminal background check.
- Candidate must be able to work successfully in a remote environment with private office space and high-speed internet.

SALARY

All the roles within UWSCMI have pay ranges that commensurate with the knowledge, skills, and abilities of the successful candidate. The minimum annual salary for this position is **\$53,920**.

ABOUT UNITED WAY OF SOUTH CENTRAL MICHIGAN

United Way of South Central Michigan (UWSCMI) gathers the power of three legacy organizations—Capital Area United Way, United Way of the Battle Creek and Kalamazoo Region, and United Way of Jackson County—to mobilize financial and volunteer resources, partners, and voices, creating equitable and lasting change for the most vulnerable people in our communities.

Our vision: Strong, caring communities where every person is valued, thriving, and connected for the common good.

Our path: Our work lifts our local communities by reducing racial and economic disparities; addressing the needs of ALICE (Asset-Limited, Income Constrained, Employed) households in financial stability, education, health, and basic needs; and creating opportunities for every person to reach their full potential.

EQUITY, DIVERSITY, AND INCLUSION

UWSCMI is committed to dismantling systemic inequities that continue to cause harm for Black, Indigenous, and other People of Color (BIPOC), Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) people, women, and people with disabilities. We believe that these communities must be centered in the work we do. We strongly encourage applications from people with these identities

or who are members of other marginalized communities. Together, we will continue to build capacity and accountability into our policies, practices, and partnerships.

NOTE

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

BACKGROUND CHECK DISCLOSURE

We require background checks for certain roles. The checks are completed by ProScreening and results are only ever communicated to the Hiring Manager if they may impact someone's employment. We do not use prior arrests, only convictions. These convictions will only be considered as hiring criteria if they are directly connected to the roles & responsibilities of the job (for example, financial related convictions for a finance officer). We know that the criminal justice system is not equitable, and negatively impacts marginalized communities - specifically people of color - at rates much higher than other identities. This is why our background check process is only in place for explicit situations.

TOTAL REWARDS PACKAGE

United Way of South Central Michigan offers a competitive total rewards package including a competitive salary, medical coverage with an employer contribution of 85% towards single coverage and 70% towards dependent coverage, dental and vision with a 90% employer contribution towards single and dependent coverage, life insurance with an employer-paid benefit of 2 times annual salary, short-term disability, and long-term disability effective with the date of hire. In addition, United Way provides a 10% employer contribution into the 403(b) retirement plan each year with full vesting after 3 years of service and 20 days Paid Time Off, 13 days Paid Sick Time, 5 Paid Volunteer Days, 3 Floating Holidays and 11 Paid Holidays each year (Paid time off, sick time. Paid volunteer time and floating holidays are prorated the first year).

Apply here: <https://unitedforscmi.isolvedhire.com/jobs/1807594>