



## ECHO Job Description

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| <b>Job Title:</b>            | <b>Grants Manager</b>                                 |
| <b>Department:</b>           | Strategy and Community Planning                       |
| <b>Reports To:</b>           | Associate Director of Strategy and Community Planning |
| <b>Date Created/Revised:</b> | 12/16/2022  |
| <b>Starting Salary Range</b> | \$57,200- \$67,200                                    |
| <b>Position Type</b>         | Full-Time, Exempt                                     |

### **Overview**

The Ending Community Homelessness Coalition (ECHO) aims to provide dynamic, proactive leadership that engages policymakers and the community to end homelessness. ECHO is the HUD-designated Continuum of Care (CoC) Collaborative Applicant for the TX-503 Austin/Travis County area and is therefore responsible for overseeing the local planning process for the distribution of CoC Program funding and resources dedicated to ending homelessness, evaluating community needs, and coordinating plans to deliver housing and services to meet those needs. ECHO works with nonprofit partners and community stakeholders to accomplish the Homelessness Response System's (HRS) goals to end homelessness through equity-driven solutions.

### **Description of Work**

This position will be responsible for managing and coordinating daily activities in the oversight of Continuum of Care requirements as the designated TX-503 Austin/Travis County CoC Notice of Funding Opportunity (NOFO) Collaborative Applicant. This position will also distribute and manage additional funding, such as private philanthropy procured by ECHO, with the goal of meeting the needs of the community and enabling diverse organizations to access new funding streams coming into the Homelessness Response System. This position will be the lead staff member to project manage the annual application to HUD for the CoC NOFO, including both the Collaboration Application and the Priority Listing competition.

### **Essential Functions**

- Project manage and be responsible for submitting the Priority Listing and Collaborative Application on behalf of ECHO during the annual HUD Notice of Funding Opportunity for the Continuum of Care program.
- Develop and project manage, in coordination with the HRS Leadership Council, the annual local competition for CoC NOFO funding, to include renewals and any bonus/reallocation funding according to Leadership Council policy direction. This includes coordinating a local review team as necessary to score applications and the ranking of CoC applicant responses based on Leadership Council policies.
- Provide analysis of the CoC NOFO to determine policy shifts and requirements from previous years.
- Provide subject-matter expertise on federal funding sources/contracts with regards to laws, regulations, rules and policies; and provide guidance and interpretation of HUD regulations and guidelines, allowable expenditures, procurement policies, and procedures.
- Support ECHO staff in interpreting and applying regulatory requirements for the CoC Program and how these impact system-wide policies.
- Responsible for tracking and reporting in all HUD systems, including SAGE and e-snaps.
- Lead the development and implementation of processes for the release of new funding including managing creation of Requests for Proposals, application scoring tools, and other competition materials and activities through a community-driven process.



## ECHO Job Description

- Draft and facilitate the execution of all contracts, MOUs and other agreements; includes ensuring appropriate contractual language and scope of services.
- Maintain communication and relationships with local HUD field office representatives and HUD technical assistance providers.
- Manage proposal writing for new and ongoing funding opportunities; and identify and seek additional funding support from federal, state, and local sources.
- Ensure timely preparation and submission of all grant applications and reporting, including tracking grant reporting schedules for all funding sources and ensuring compliance in reporting across departments.
- Provide oversight and ensure ethical conduct and transparency in relationships, actions and communications throughout any local competition or NOFO process.
- Other duties and special projects as assigned.

### **Supervisory Responsibility**

The position currently has no supervisory responsibilities.

### **Work Environment**

This job operates in both a professional office environment and remotely. Employees are required to use their personal cell phones for business purposes. Meetings may be conducted on-site, as well as in the community.

### **Physical Demands**

This is a somewhat sedentary role; however, some activities will require local commuting. Physical demands for this position include the ability to lift files, file boxes, furniture, open filing cabinets and bending or standing on a stool as necessary. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

### **Position Type and Expected Hours of Work**

This is an exempt full-time position working 40 hours a week; typical workdays are Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Position requirements may be both office and community based and may require use of personal vehicle or public transportation. Some travel is expected for this position both locally and to national conferences.

### **Qualifications and Experience**

- ***ECHO encourages applicants with diverse life experiences to apply*** – especially persons having experienced social or economic adversity and/or having lived experience of homelessness.
- Bachelor's degree from an accredited college or university with major coursework in a field related to the job, **and/or** three (3) years of work or lived experience related to the job (total combined experience may be substituted for education up to a maximum of three (3) years for non-supervisory Managers).
- 2+ years of experience with government grants reporting, compliance, monitoring, and/or contracting.
- Experience running funding solicitations including creating Requests for Proposals and application scoring tools.
- Strong knowledge of Homelessness Response System intervention types and federal statutes and regulations (such as HEARTH Act, HUD Continuum of Care and Emergency Solutions



## ECHO Job Description

Grants).

- Strong administrative ability including attention to detail, keeping to timelines, and ensuring clear communication on various projects.
- Strong computer skills including Microsoft Office and accompanying spreadsheet, database, word processing, and presentation software.
- Experience with previous HUD CoC NOFOs a plus; experience with HMIS and/or e-snaps is a plus.
- Must be able to directly work with people from diverse racial, ethnic, and socioeconomic backgrounds.

**Research shows women and racialized individuals are less likely to apply to roles unless they believe they meet 100% of the qualifications. No one meets 100% of the qualifications! If you are interested in this position, we encourage you to apply anyways.**

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required for this job and may change at any time with or without notice.

### **ECHO Core Mission Values**

Ideal candidate will share ECHO's core mission values that housing is a basic human right, that system collaboration is key to ending homelessness, and that all individuals and families deserve resources and opportunities to end their homelessness.

ECHO does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, physical or mental disability, or age. Women, minorities, veterans, people with lived experience of homelessness, and other diverse populations are encouraged to apply.

### **To Apply**

Interested candidates are to submit the following application materials to the Associate Director of Strategy and Community Planning at [mayabeit-arie@austinecho.org](mailto:mayabeit-arie@austinecho.org): 1) resume, 2) cover letter, and 3) contact information of 3 persons who have knowledge of your character, experiences, and/or abilities and can serve as references. Position will remain open until filled. Eligible candidates may be required to complete additional job application materials.

### **Signatures**

This job description has been approved by all levels of management:

Director \_\_\_\_\_ Date: \_\_\_\_\_

Executive Leadership \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_