KNOX COUNTY HOMELESS COALITION

Grants Manager

Full Time, $50,000 - $60,000 / year

Knox County Homeless Coalition (KCHC) seeks an experienced professional to work with its Development team as a full-time Grants Manager. The Grants Manager will support KCHC in identifying, researching, and applying for funding to support general operations, new and ongoing programming, and special initiatives. Ideal candidate should be an excellent writer/communicator who loves creative and strategic problem solving, pays attention to detail and is highly organized.

Knox County Homeless Coalition offers comprehensive programs and services to adults, families, and youth in Midcoast Maine. We support community members through our wrap-around programming, including Comprehensive Case Management services, The Hospitality House Family Shelter, and The Landing Place Youth Program. Everything we do is delivered with respect, dignity and genuine caring, delivering on our promise of home, help and hope.

Reporting to the Chief Development Officer, the Grants Manager’s responsibilities include but are not limited to identifying prospective corporate, foundation, government, and private funding opportunities; researching, developing, and writing letters of inquiry and grant proposals, as well as producing accurate follow-up reports for grants received. The Grants Manager is also responsible for scheduling qualification, cultivation and stewardship calls with new and continuing funders. This position works closely with program and finance departments to accurately articulate funding needs and outcomes. Applicants should be self-driven, goal oriented and comfortable working in a fast paced environment while juggling multiple priorities and deadlines with significant autonomy.

Understanding of general office software including G-suite and Microsoft Office a must as is an understanding of standard grant researching tools and donor database systems. Experience with, Little Green Light, Grants.gov, iWave, and FDO as well as federal grant writing experience is a plus!

This position will pay $50,000 - $60,000 a year, based on experience. KCHC offers a competitive benefits package, including employer-supported health insurance plans (employer pays up to 95% and contributes to a health savings account), optional dental and vision plans, life insurance, short term disability insurance, retirement plan with a 3% employer match, paid time off, 14 paid holidays (including your birthday!), and additional time off in the summer.

This position will be a remote, or hybrid remote position for the foreseeable future but candidate must reside in Maine, be familiar with the Midcoast region, and should be located close enough to meet in person as needed at one of our campuses in Rockland and Rockport. Background and license checks will be required of final candidates.

To apply, please submit a resume, cover letter explaining why you would be a great fit for our team, and a writing sample to careers@homehelphope.org with the job title in the subject line. Applications will be reviewed on a rolling basis until the position is filled.

Knox County Homeless Coalition is an equal opportunity employer committed to team development and a supportive respectful culture. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.