



Department	Development
Job Title	Grants Manager
Reports to	Director of Policy and Programs

Job Summary:

The Grants Manager plans and implements organizational philanthropic activities; communicates efforts internally and externally with stakeholders; oversees budgets, financial tracking, analysis, and communication of results. The Grants Manager supports partners in community and affordable housing development efforts.

Essential Job Functions:

Function/Responsibility
<ul style="list-style-type: none"> ✓ Manage all organizational philanthropic activities. Develop and administer programs; establish and oversee processes for application, disbursements, reporting, monitoring, and compiling data. ✓ Develop material and provide training to stakeholders on opportunities, the application process, and grant compliance and reporting requirements. ✓ Conduct analysis of grant data; communicate program outcomes through reports, events, press releases, and speaking engagements; provide summary material to organization leadership. ✓ Provide outreach to staff, stakeholders, and broader community to educate about philanthropic efforts and to solicit feedback and visionary ideas. ✓ Oversee financial tracking and reporting process for impact investors and leadership. ✓ Conduct relationship management with investors and grant recipients to determine philanthropic needs and opportunities. Coordinate efforts with internal Capital Markets team to determine needs of Impact investors. ✓ Develop a network of developers, investors, local governments, philanthropic peers, and other key community partners. Develop unique impact investment strategies in coordination with these stakeholders. ✓ Participate in planning organizational conferences and events with a social impact perspective. ✓ Maintain understanding of regulatory environment along with industry trends and best practices. Share this understanding as appropriate with internal staff through reports or training. ✓ Participate in Development Department's technical support efforts to help partners with grant writing initiatives to secure funding for affordable housing developments. Maintain knowledge to provide support and training to partners in relationship to these efforts. ✓ Perform other duties as assigned.

Education / Certifications:

- ✓ Bachelor's degree required, Master's degree preferred.

Work Experience:

- ✓ Minimum 5 years of experience in community development, affordable housing or grant management.

Knowledge, Skills & Abilities:

- ✓ Demonstrate strong interpersonal skills, sound judgment, and the ability to work independently as well as collaboratively internally and externally.
- ✓ Proven track record of building policies and processes to support company core values.



- ✓ Excellent oral and written communication skills and the ability to work with staff, and external stakeholders in diverse forums.
- ✓ Proven ability to develop and manage programs.
- ✓ Demonstrated flexibility, mature judgment, and the ability to function professionally under pressure.
- ✓ Excellent analytical, critical thinking, and organizational skills with precise attention to detail.
- ✓ Flexibility, adaptability, curiosity, integrity.
- ✓ A high degree of competency in the MS Office suite, particularly Excel, PowerPoint, and Word, and the ability to learn new applications quickly.
- ✓ Demonstrated ability to work with budgets.
- ✓ Superior collaboration and relationship building skills and professionalism in interpersonal relations.
- ✓ Knowledge, understanding of, and experience in community development strategies, ideally including knowledge of affordable housing related resource and capital development strategies.

Ohio Capital Corporation for Housing is an independent, mission-driven nonprofit corporation based in Columbus, Ohio, that works with private and public developers to create affordable housing opportunities. Since its inception, OCCH has raised over \$5 billion in private capital and invested in over 50,000 units of affordable housing in over 900 developments.

Our mission is to ***advance the preservation, production, and management of affordable housing through collaborative partnerships and innovative thought leadership.***

OCCH is an equal opportunity employer. Equal employment opportunity is not only good practice - it is the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion and demotion, termination, compensation, and benefits. As an equal opportunity employer, OCCH prohibits unlawful discrimination based on race, religion, creed, color, national origin or ancestry, sex, age, marital status, sexual orientation, gender, gender identity, gender expression, genetic expression, disability, veteran or military status, or any other basis that would be in violation of any applicable federal, state or local law.