



## **Monarch Housing Associates Grants Coordinator Job Description**

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Chief Executive Officer

Asish Patel  
Chief Operating Officer

Monarch Housing Associates is a mission driven, results oriented, state wide non-profit consulting firm. Our vision is that every person will have quality affordable, permanent housing that fosters freedom, independence and community integration. Our mission is to expand the supply, accessibility and variety of affordable, permanent supportive housing. This is accomplished through housing development, planning, advocacy/policy work and partnership with stakeholders across the state. Monarch offers support to our partners in developing and financing affordable and supportive housing, and developing and implementing plans to end homelessness.

### **General Description:**

Monarch is seeking a Grants Coordinator who will be responsible for managing and tracking contracts and grants, ensuring timely applications, reviewing and approving invoices and payment drawdown requests, reporting and other requirements and overseeing the grant application process from beginning to end. The Grants Coordinator will provide leadership and serve as the liaison between Monarch and various contracted agencies. This position requires the ability to multi-task, with excellent time management, writing and proof-reading skills.

### **Duties and Responsibilities:**

- Manage numerous applications, grants and contracts
- Track and manage existing contracts, ensuring compliance with all associated requirements, renewal deadlines and reporting
- Invoice contracted agencies for fees and ensure timely payment
- Oversee all financial and grants accounting and ensure that all expenditures are consistently aligned with grant and program budgets throughout the grant or contract periods.
- Manage budgets of all grants to ensure timely spending, effective use of program funds, and prevent any overexpenditures
- Establish effective communication methods
- Compile necessary information for the application process through collaboration with other employees
- Draft and compile grant and RFP applications according to application requirements
- Ensure applications are submitted within application parameters



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- Complete all documents, forms, and reports required by the each grant or contract
- Coordinate the monitoring and evaluation of programs and projects that are funded by grants
- Maintain paperwork connected to all applications, grants and contracts
- Track incoming and outgoing payments
- Provide support for accounts payable and receivable functions
- Perform other related duties as assigned

#### Qualifications and Requirements:

- Minimum Bachelor's Degree
- At least three years of experience in grant coordination or similar job function preferred
- Experience in a non-profit organization preferred
- Experience creating and managing budgets
- Experience coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable
- Excellent interpersonal, verbal and written communication skills
- Ability to work effectively with all staff members, including the CEO and COO
- Proficiency in Microsoft Office Suite (Word, Excel) and Adobe
- Extremely organized, meticulous with details and possessing strong proof reading skills
- Ability to work independently and take responsibility for ensuring all deadlines and other requirements are met
- Excellent project management skills and ability to prioritize work and resources
- A strong work ethic, integrity, and the highest ethical standards
- Ability to be discreet and maintain the utmost confidentiality with information
- Sensitivity to varying cultural, ethnic and social backgrounds, values and attitudes
- Applicants must be authorized to work for any employer in the U.S. We do not currently sponsor for immigration or work permit applications.

**Job Schedule and location:** Full-time hours, generally M-F, 9:00am-5:00pm. Must be willing to work occasional hours outside normal work hours. Must be able to come into the Monarch office in Cranford as needed. Occasional travel around the state of New Jersey is required.



**Compensation:** Around \$50,000, depending on experience. Full benefits package available, including fully paid Health, Dental and Vision insurance, 401K, 401K match, generous time off, and professional development opportunities.

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Monarch is an Equal Opportunity/Affirmative Action Employer and is committed to diversity, equity, and inclusion in its workforce. We encourage candidates that will help us live out this commitment to apply.

**How to Apply:**

Send cover letter and resume to:

Asish Patel, [apatel@monarchhousing.org](mailto:apatel@monarchhousing.org)