



COLUMBUS METROPOLITAN HOUSING AUTHORITY

COMMUNITY. COMMITMENT. COLLABORATION.

Job Opening

Position: Resident Initiatives Development Manager
FLSA Status: Exempt
Position open date: Monday, October 22, 2018
26, 2018

Salary: \$56,690 - Negotiable
Job #: QIA 09-051518
Close date: Friday, October

Job Summary

The Resident Initiatives Development Manager serves as project manager to the Assistant Vice President of Resident Initiatives. Works with AVP in responding to the local HUD field Office on program audits and regulatory issues.

Essential Job Functions

Design, implement, and manage a development plan for the Resident Initiatives departments that incorporates grants, fundraising, and leveraging in-kind resources to support and fund resident supportive service programming. Research, evaluate, and propose grants and potential funding partners. Manage all efforts in applying for all applicable grants which includes grant writing. Creates systems to ensure grant goals and objectives are tracked and measured appropriately. Recommends policy changes as it relates to implementing grant, project, and contract objectives. Analyzes and evaluates contract and grant budgets to correct calculation of expenditures

Serve as project manager to the Assistant Vice President of Resident Initiatives. Works with AVP in responding to the local HUD field Office on program audits and regulatory issues. Analyzes and evaluates awarded grants, proposals, contracts, and sub contracts for compliance. Designs and implements tracking and reporting of grants, proposals, contracts, and sub contracts. Prepares required reports to HUD and other funding agencies. Ensures compliance with regulations, policies and procedures, and contractual obligations related to grants administered through the resident initiatives department. Develops financial accounting systems to track expenditures, conducts budgeting, and resource allocation, use financial data in monitoring department revenue/income and types and creates forms.

Performs various duties related to program, contact, and grant administration, complete activities around all aspects of the resident initiatives programs. Assists in the preparation and revisions of data sharing agreements and other general memorandum of understand between CMHA and other companies and community agencies. Monitors progress of services and community non-profit organizations receiving funds from CMHA.

Assists with the recruitment of the CMHA resident initiative service provider network and other community partners. Assists with the coordination of training sessions, seminars,

and market resident initiative programs to the public. Assists in developing presentations. Attends meetings with outside entities for program, grant, contract, for fundraising purposes and publicizing programs to the public and other agencies.

Attends meetings and serves on committees, as directed; attends training and seminars as directed.

Maintains required licensure and or certification, demonstrates regular and predictable attendance. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

ESSENTIAL KNOWLEDGE AND TRAINING

Possess a bachelor's degree from an accredited college or university in Business, Public Administration, or related field; four (4) or more years of related experience and/or training; or any equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities.

Valid driver's license and must maintain insurability according to the Housing Authority's insurance policy.

To apply send resume to: hr@cmhanet.com or fax: 614 421-6403. Deadline to apply, Friday, October 26, 2018.