

Grants Manager

TDA Consulting, Inc. (www.tdainc.org) – a national consulting firm that provides professional services, develops training curricula, and delivers workshops related to affordable housing and community development programs and activities as well as organizational, professional, and board development services – is seeking a Grants Manager for an anticipated funding opportunity. The Grants Manager administers grants, loans, and other services provided to local governments, nonprofit organizations and businesses that are funded through the Community Development Block Grant Coronavirus Relief (CDBG-CV) program. In addition to ensuring compliance with local and federal standards, and regulatory and statutory requirements, this position provides technical assistance, reviews applications for project funding, approves disbursement requests consistent with project terms and funding guidelines, and assists with the preparation of grant and loan documents. This position is 100% remote and may be performed from anywhere in the United States.

Primary Responsibilities

- Establish and maintain oversight of contracts funded under the program
- Ensure goals for the commitment and expenditure of grant funds are met, including review and approval of invoices
- Assist in making project funding recommendations, prepare budgets and other grant management tools, and oversee implementation of projects
- Provide professional and operational support to funding recipients
- Provide for monitoring of projects and resolution of issues identified

Sample Tasks

- Review funding proposals and provide recommendations to leadership
- Collaborate on the development of an annual monitoring schedule and carry out monitoring reviews, as identified
- Provide technical assistance to grantees on state and federal requirements and opportunities to build capacity

Required Knowledge, Skills, and Abilities

- Ability to manage multiple priorities simultaneously
- Ability to track and measure performance and outcomes
- Ability to work effectively on a team
- Positive attitude, patience, and pleasant demeanor
- Excellent communication skills
- Working knowledge of Microsoft Office applications
- At least 3 years of experience in the field of affordable housing, community development, grants management, public administration, or a related field
- A Bachelor's Degree from an accredited college or university

TDA Consulting, Inc. offers a competitive salary.

TDA Consulting, Inc. is an Equal Opportunity Employer.

Interested candidates should email a cover letter and resume to HR@tdainc.org.

