



<b>Job Title:</b>	Senior Grants and Development Coordinator
<b>Department:</b>	Development Department
<b>Reports To:</b>	Executive Director
<b>FLSA Status:</b>	Exempt
<b>Status:</b>	Full Time
<b>Location:</b>	1922 N. Pulaski Road, Chicago, IL 60639
<b>Schedule:</b>	Monday through Friday 9 a.m. to 5 p.m.

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***Spanish Coalition for Housing is currently following CDC guidelines and state directives for healthy business operations during the Covid-19 pandemic. The agency has temporarily implemented a Telecommuting and Procedure Policy as well as an Infectious Disease Control Policy. Qualified candidates will be offered the opportunity to do an initial virtual or in person interview. Second round of interviews will be in person with strict safety guidelines in place to include face masks, social distancing and limited office capacity guidelines.***

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*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

#### **Organization Summary:**

SCH's mission is to provide comprehensive counseling, education and housing resources necessary for Latinos and other low-to-moderate income families in the Chicagoland area, to develop competence and responsibility in meeting their financial and housing needs, and advocate for and proactively promote additional resources for them. SCH has two locations to serve the North and South sides of Chicago and serves over 10,000 clients per year with a current budget of \$2.5 million and a healthy financial position. SCH is a local and national leader in the housing counseling sector and continues to innovate its service delivery and expands its target market presence. We deliver quality programs and compassionate service to all residents in need.

#### **Position Summary:**

The Senior Grants and Development Coordinator is responsible for researching, identifying, preparing and submitting grant applications and reports primarily to foundations and corporations, and assisting with government grant applications. In addition, this position will assist with SCH donor relations activities.

#### **Responsibilities:**

##### Grant Writer: 80% of time

- Develop knowledge of program areas and how they relate to the SCH's mission.
- Research prospective funding opportunities and track trends in policy.
- Write and submit applications/proposal tailored to Foundation and Corporation specific requirements.
- Coordinate, write, and submit government grant proposals in collaboration with Program staff, Administrative team, and Executive Director.
- Maintain a grant calendar and database to ensure timely, accurate tracking and reporting of all corporate, individual, government and foundation donor activity.
- Monitor and maintain compliance and prepare reports to funders.

- Write tailored acknowledgement letters.
- Maintain an up-to-date database of organization's donors and partners and level involvement.
- Assist other members of the development team and the Executive Director as needed (prospect research, success stories, assistance at benefit events, etc.)
- Engage in periodic travel to conferences, site visits and Board meetings.
- Assist with preparing Board documents.
- Support Executive Director with correspondence, scheduling, electronic filing, and updating contacts.
- Coordinate and maintain SCH's memberships and subscriptions related to the Development Department.
- Supervise a Grants Associate Intern and an AmeriCorps VISTA assigned to the research new potential funding sources.

**Other Responsibilities: 20% of time**

- Support content development for digital media, including social media and e-newsletter.
- Coordinates agency mailings and other administrative functions.
- Assists with coordination, promotion and logistics of special agency events, to include press releases.
- Mandatory participation in occasional weekend events hosted by employer/ and or affiliates.
- Build grants management skills through webinars, research and other self-directed actions.
- Performs other duties as assigned/special projects as assigned.

**Qualifications:**

- A bachelor's degree with a minimum of 2 years' experience in development or similar field.
- Solid experience in grant writing and contract administration, including online application process.
- Critical thinker with excellent writing and editing skills.
- Detail-oriented, organized and problem solver.
- Able to exercise independent judgement and handle multiple priorities simultaneously.
- Ability to understand budgets as they relate to proposals and grants.
- Knowledge of local philanthropic community.
- Proficiency in Microsoft Office Suite including Microsoft Word, Excel, PowerPoint and Outlook.
- Ability to work in a dynamic and fast-paced environment both as part of a team and individually.
- Accountability for work and have a high level of professional and personal integrity.
- Trustworthiness with knowledge of confidential foundation and donor information.
- Interest in community development, housing issues, organizational development and communications
- Reliable Transportation.
- Bilingual English/Spanish a plus but not required.

**Special Note:**

Writing samples must be submitted with application.

**Compensation:**

Compensation is salaried in the mid to high 40s based on experience and qualifications. Excellent compensation package; affordable health insurance, dental, vision and life; employer-matching 401K contribution; and opportunities for professional development.

**Physical Demands and Work Environment:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 30 pounds. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand; walk; sit; reach with hands and arms balance, stoop, kneel or crouch.
- Work place is a smoke and drug free environment.

*SCH is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. SCH does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. SCH is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.*

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**To Apply:**

Visit us at [www.sc4housing.org](http://www.sc4housing.org) under careers.