



Hudson River Housing improves lives and communities through housing with compassion and development with vision. We are dedicated to building strong, sustainable communities by developing and preserving quality affordable housing and helping families and individuals obtain and maintain housing through education, advocacy and support services.

We are a committed group of people from all backgrounds who care deeply about our community and want to make it a better place.

**Position:** Grant Compliance Assistant

**General Description:**

The Grant Compliance Assistant will be primarily responsible for supporting the Assistant Manager for Grant Compliance with program reporting; contract development; data collection/analysis; and in general assisting the Assistant Manager for Grant Compliance. The Grant Compliance Assistant will also help the Grant Team with grant application submissions.

**Principal Duties:**

- Take the lead in maintaining the Support Services Reporting Schedule in GrantHub (tracking dates and details of program reports, contract development, grant applications, etc.); assist with preparation of deadline lists drawn from GrantHub for distribution to staff.
- Take the lead in ongoing efforts to transfer primary responsibility for program reporting to program staff. Must engage with program staff to gather program reports and prepare for submission to funders.
- Engage with program staff in distributing information about new contracts (with outcome requirements) and their compliance responsibilities.
- Willingness to use online systems (to provide reports, develop contracts, and assist with preparation and submission of grant applications).
- Assist with preservation of agency "boilerplate" information (including on the HRH computer drives as well as NYS's Grants Gateway, Procorem, and other online repositories).
- Assist with program monitoring (scheduling visits, preparing monitoring materials,

interacting with program staff, etc.).

- Assist with preparing, collecting, and compiling agency Memoranda of Agreement (MOU's), Letters of Support, and other attachments for submission.
- Attend Grant Team meetings every two weeks; assist with presenting details of pending (in-process) applications, contracts, and other time-sensitive materials.
- Maintain computer files of Support Services reports/contracts/applications on the HRH "F" drive; must be familiar also with other HRH computer drives (for administrative, financial, program, and other materials) as well as Google Drive.
- Willingness to learn and work with the Homeless Management Information System (HMIS) database and to research data/prepare reports based on client information.
- Provide general assistance with compiling and analyzing program data to ensure its accuracy and monitor progress toward projected program outcomes required by funders. Assist with collection and distribution of Impact Reporting, Annual Report information, and other agency data.
- Willingness to assist/learn about preparing and analyzing program budgets for program reports, contracts, and grant applications, and to work with Finance in developing budgets.
- Assist with preparation of Support Services grant applications (including research, writing, and submission) in a deadline-driven, sometimes high-stress environment.
- Help with various clerical/administrative duties.
- Work closely with other agency departments/personnel (Resident Services program staff, Finance, Community Building and Engagement, Real Estate Development, Property Management, and HomeOwnership) to understand priorities and engage other staff as needed to accomplish tasks.
- Assist the Assistant Manager for Grant Compliance with other projects as needed.

## **Qualifications:**

**Experience:** One to two years of grant/contract development experience preferred, with ability to demonstrate writing skills through provision of writing samples.

**Education:** BA/BS required or equivalent combination of education, training and experience.

**Licensing/Certification Requirements:** Valid driver's license.

**Physical Demands:** NA

**Other:** Superior writing and organizational skills; writing sample required. Deadline-driven, detail oriented. Some knowledge of data systems and budgeting helpful but not required; willingness to learn important. Must be adaptable to high-pressure environment. Schedule generally Monday-Friday, 8:30 am-4:30 pm with occasional after-hours required to meet deadlines. May occasionally work remotely. Strong communication skills, ability to work both independently and as a member of a team, foresight, planning, flexibility/ability to multi-task, basic math skills, ability to pay great attention to detail, comfort with online systems, and proficiency in Microsoft applications (especially Word and Excel) are required. Above-average typing speed preferred.

**Salary:** \$17.79-\$19.71/hr

**Location:** Poughkeepsie, NY

**Immediate Supervisor:** Assistant Manager for Grant Compliance

**How to apply:** To apply please email [flevine@hudsonriverhousing.org](mailto:flevine@hudsonriverhousing.org) with 'Grant Compliance Assistant' as the email subject.

Equity is a core value at Hudson River Housing. We believe in promoting a culture that decenters bias, celebrates difference, enhances equitable communication, and nurtures relationship building.

It is important to us that community members have access to stable means of economic growth. We are continually committed to hiring from within our community including applicants with lived experience that can inform and strengthen our work.

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Hudson River Housing is dedicated to maintaining a work environment that is free from harassment and discrimination on the basis of age, race, creed, color, national origin (including ancestry), religion, gender or sex, gender identity or expression, sexual orientation, pregnancy (including childbirth and related medical conditions), alienage or citizenship status (unless required by law), disability, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), marital status, partnership status, caregiver status, domestic violence victim status, familial status, military status, unemployment status, genetic information (including genetic characteristics), or any other protected status under federal, state, or local laws. Hudson River Housing is dedicated to the fulfillment of this policy with respect to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, compensation, termination, and all other terms, conditions, and privileges of employment.