



GRANT ADMINISTRATOR

FULL -TME (32-40 Hours Per Week)

Catholic Charities of Eastern Virginia is seeking a Grant Administrator to work alongside the leadership team in applying for and writing grants, United Way Applications, and Neighborhood Assistance Program (NAP) applications. Works with Directors, Controller, and CEO to determine needs to be met and proper focus for grant applications. Manages and oversees reporting for grants, United Way, and CARA. Manages Performance and Quality Improvement. Aggregates agency and local statistics for applications, reports and in-house records. Utilizes Apricot and CounselorMax databases to collect and extract relevant outcomes for grant reporting. Serve as agency's Council on Accreditation (COA) representative.

A qualified applicant will have a BS/BA degree preferred but not necessary. The applicant will be responsible for keeping HUD, NAP, United Way, PQI and grant projects on track. Should be qualified as a HUD Housing counselor. Should have 3-5years proven, successful experience in soliciting and/or applying for and receiving grants from corporations, government agencies and/or foundations. There should be familiarity with utilizing databases, knowledge of online research tools and electronic grant submission.

We are looking for someone with strong communication and relationship skills; the ability to multi-task, prioritize, and meet deadlines. Has to be able to work as a team. Acceptance of Pro-Life policy. If interested, please send resume and cover letter to hr@cceva.org. EOE.