HOUSING DEVELOPMENT ALLIANCE, INC.

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Grant Compliance and Reporting Manager

Position Summary

The Grant Compliance and Reporting Manager is responsible for ensuring that the organization remains compliant with all federal, state, local, and private grant requirements. This role manages post-award processes, monitors program compliance, and ensures timely and accurate reports to funders. The Grant Compliance and Reporting Manager works closely with program staff and leadership to align grant activities with organizational policies and funder expectations.

Responsibilities

- Monitor and ensure compliance with all terms and conditions of awarded grants.
- Maintain up-to-date knowledge of federal, state, and private grant regulations and requirements.
- Develop and implement internal controls, policies, and procedures to support compliance.
- Conduct regular compliance reviews and collaborate with program and finance staff to address gaps.
- Serve as the primary contact for compliance-related questions from staff.
- Monitor grant statuses, track deliverables, and prepare progress and final reports.
- Maintain a centralized calendar of grant deadlines and communication initiatives.

Qualifications

Education and Experience

- While a bachelor's degree in nonprofit management, public administration, or related field is preferred, HDA will consider any candidate who demonstrates the required skills for this position.
- 3-5 years of experience in grant compliance or reporting preferred.

Skills and Competencies

- Strong written and verbal communication skills
- Proficient in Microsoft Office (Excel)
- Knowledge of federal grant regulations and reporting standards
- Excellent project management and organization skills
- Well-organized and self-directed, while also operating as a team player
- Ability to work with tight deadlines

- Passionate about Appalachia and the challenges of rural, persistent poverty communities and the families living in them

What We Offer

- Starting range of $40,000 - $60,000 depending on experience
- Excellent benefits and professional development opportunities

Ready to Apply?

Great! Interested applicants should submit a resume, cover letter, and three references to taylor@hdahome.org. We look forward to hearing from you.

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, citizenship, disability, military leave or veteran status, genetic information, or any other status protected by applicable federal, state, or local law.