



WORCESTER HOUSING AUTHORITY
630 Plantation Street
Worcester, MA 01605

POSITION TITLE: Grants Program Manager

DEPARTMENT: Accounting

STATUS: Exempt

SALARY: \$60,000 - \$70,000

ABOUT THE WHA:

At the Worcester Housing Authority (WHA), our mission is to enhance the Worcester community by creating and sustaining decent, safe, and affordable housing that champions stability and self-sufficiency for our residents. As the second largest housing authority in New England, widely recognized for our innovative and progressive programs, we're not just providing housing – we're building futures. We're looking for candidates who are mission-focused, goal-driven, and passionate.

The WHA is committed to developing and supporting a diverse, equitable, and inclusive community both inside and outside of the workplace. Representation is important; our clients come from all walks of life and, not unintentionally, so do our staff. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our agency stronger.

ABOUT THE POSITION:

The Grants Program Manager is responsible for the overall management and oversight of the Worcester Housing Authority's grant portfolio. This position ensures compliance with all federal, state, local, and private grant requirements while working closely with WHA departments to identify funding needs, monitor grant activities, and track financial and programmatic reporting.

The Grants Program Manager also supports the preparation of proposals and resources to strengthen future funding opportunities. While primarily focused on compliance and coordination, the role will include preparation, submission, and required reporting of select grant applications.

The Grants Program Manager will manage compliance by collecting, analyzing, and reporting data on the performance of program activities funded by grants. They will also assist the agency with other fundraising goals and campaigns as needed. The Grants Program Manager should be a dedicated, motivated, and energetic team-player, driven to develop relationships with key stakeholders and community partners to further the mission of the WHA and Building Futures, Inc. (BFI), the WHA's nonprofit 501(c)(3) affiliate.

This is a full-time, fully benefited, onsite (not remote) position, with normal business hours of Monday through Friday, 8:00 a.m. – 4:30 p.m.

ESSENTIAL FUNCTIONS:

- Research new grant opportunities aligned with WHA's mission and strategic priorities, including attending networking events.
- Manage the full life cycle of WHA's grants, including applications, awards, implementation, reporting, renewals, and closeouts.
- Maintain a centralized grants calendar with all deadlines for applications, reporting, renewals, and compliance obligations.
- Monitor grant expenditures and budgets in partnership with the Finance Department to ensure accuracy, allowability, and timely drawdowns/reimbursements.
- Ensure compliance with HUD regulations, Massachusetts Executive Office of Housing and Livable Communities (EOHLC) requirements, and other federal, state, and private funder guidelines.
- Track program outcomes, deliverables, and performance indicators; prepare reports for funders and leadership.
- Develop and maintain a repository of organizational data, demographics, outcomes, and narratives for use in funding applications and reporting.
- Draft, edit, and submit competitive grant applications, particularly for HUD and state housing initiatives (e.g., ROSS, FSS, Service Coordinator, Choice Neighborhoods, and similar opportunities).
- Serve as the primary point of contact for funder communications, site visits, and compliance monitoring.

EDUCATION, EXPERIENCE AND SKILLS DESIRED:

- Four (4) year college degree required.
- Minimum of three (3) years of experience as a Grants Program Manager for a similar organization.
- Exceptional writing skills, including a thorough understanding of proper grammar, spelling, vocabulary, syntax, punctuation, tone, and style.
- Expert-level attention to detail, with advanced analytical and problem-solving skills.
- Demonstrated knowledge of grants, fundraising, and marketing methods.
- Ability to research, interpret, manage, and analyze diverse data.
- Superior interpersonal communication skills, including networking, public speaking, relationship management, conflict resolution, and sales skills.
- Proficient with computers, including the internet, Microsoft Office 365, Teams, and grants/fundraising and donor management software.
- Ability to work independently and to prioritize workload appropriately.
- Ability to multi-task, use independent judgment, and produce a quality work product within tight time constraints.
- Ability to be relied upon to be available for work.

PHYSICAL REQUIREMENTS:

- Ability to spend prolonged periods sitting at a desk and working on a computer.
- Ability to spend occasional periods standing and walking, including climbing stairs, as well as balancing, stopping, kneeling, crouching, and/or crawling.
- Ability to occasionally lift, push, or pull up to 20 pounds.
- Ability to bend, handle materials, tools, or equipment, and reach with hands and/or arms.

- **Work may be performed with or without reasonable accommodation to a known disability.**