

HOUSING AUTHORITY OF THE CITY OF NORWALK

Scholarship Director/Grant Writer

REPORTS TO: EXECUTIVE DIRECTOR

POSITION SUMMARY: To administer and market the Norwalk Housing Foundation Scholarship Program and serve as the liaison to other external donors and the scholarship committee. In conjunction with supervisor and management team, responsible for overall coordination of grants and data collection.

Description of Duties and Tasks:

1. Assemble and work with Scholarship Committee for selecting annual recipients
2. Develop, manage, and maintain scholarship policies, procedures, and operations to ensure appropriate disbursement and fiscal accountability.
3. Promote the scholarship program in order to increase the number of scholarships and scholarship applications.
4. Develop marketing literature to promote awareness of scholarship opportunities for students, NHF, and other scholarships.
5. Work with potential scholarship applicants to assist them in the completion of their applications.
6. Implement policies and procedures while continuing to improve delivery systems, maximize office efficiency and improve overall scholarship unit effectiveness.
7. Plan, evaluate, and set yearly goals for the scholarship area in conjunction with Scholarship Committee.
8. Collaborate with IT staff to automate the scholarship application process and collection of post grant documentation.
9. Participate actively in enrollment management and student retention activities.
10. Develop and conduct presentations as needed.
11. Develop and maintain strong community relations with donors and potential donors and students.
12. Acts as liaison with NHF Foundation and external donors/organizations.
13. Provide projections, allocations and comprehensive reports as needed.
14. Create scholarship recipient alumni network and parents group.
15. Work with local colleges regarding admissions
16. Maintain accurate data and historical records of scholarship and past recipients
17. Assist in representing the agency in various community services and organization meetings
18. Supervise part-time fundraising staff

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19. Assist with the identification of grant opportunities for all agency programs and activities.
20. Lead agency efforts in the processing of grant applications and assist with development and monitoring of all grant data
21. Complete annual, quarterly, and monthly reports as required by grantors
22. Collect and enter data as required/requested by grantors
23. Any other duties assigned and deemed necessary for the effective and efficient operation of the agency

Job Specifications:

Physical Requirements: Ability to perform required tasks

Educational Requirements: Bachelor's Degree or comparable related experience in a nonprofit organization

Prior Experience: Previous knowledge of federally funded social services

program Specific Skills: Experience in development of grant writing, federal and state program reporting, and statistical data collection responsibilities Other:

Commitment to community action mission.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Skills

- Must possess a Bachelor's Degree and a minimum of 5 years of related experience
- Excellent writing and communication skills
- Previous experience working with moderate to low income families.
- Experience in development of grant writing, federal and state program reporting, and statistical data collection responsibilities
- Work some nights and weekends- required
- Experience with supervising staff
- Knowledge of federally funded social services program is a plus