







HCNW

HOMEOWNERSHIP CENTER
NORTHWEST

 Hcthomes.org
 253.627.6560
 1424 S J St.
Tacoma, WA 98402
 EIN: 91-1604011

Title: Manager of Government Partnerships and Investment
Location: Tacoma, Washington
Reports to: Director of Community Partnerships and Investment
Benefits: Medical/Dental/Vision, Vacation, Sick, Holidays, Retirement, Life Insurance
Compensation: \$50,000+ depending on experience

Overview and Job Summary

Homeownership Center Northwest (HCNW) expands homeownership options by building new and rehabilitating existing homes and offering these homes for purchase to low-income and moderate-income individuals and families. Managing and deploying over \$30 million in investments, HCNW has developed and provided more than 215 homes for purchase over the last ~30 years.

HCNW is focused on generating innovative solutions through partnerships and collaboration in concert with local plans and initiatives. The Manager of Government Partnerships and Investment will mainly focus on stewarding strategic relationships with government agencies and securing and managing public funding. This position will support the overall fund development strategies for the Homeownership Center Northwest in collaboration with the Director of Community Partnerships and Investment and the Executive Director. We are a small team which at times requires an all-hands-on-deck attitude and the flexibility and willingness to perform “other duties as assigned.”

Core Responsibilities

Grant Writing

- Research and review public funding opportunities at the city, county, state and federal level
- Maintain proficient knowledge of the organization’s history and programs to effectively draft proposals and reports
- Determine grant proposal strategies by identifying how funder priorities align with HCNW’s mission and programmatic goals
- Lead the preparation and development of government grant proposals, including all external and internal outreach required, and the drafting of the narrative, budget, and all supplemental documents
- Ensure all internal and final deadlines are met by establishing priorities and target dates and communicating as necessary with HCNW staff




Project Management

- Ensure successful implementation of awarded grant funding by communicating programmatic requirements, timelines for execution, and intended outcomes to appropriate HCNW staff
- Monitor project execution to ensure compliance with all contractual obligations
- Complete and submit necessary grant contracts, invoices, reports, and outcomes to funders
- Maintain CRM database (Bloomerang) with relevant grant files, giving histories, notes etc.



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Relationship Building

- Develop and maintain effective relationships with governmental agencies, municipalities, and elected officials through networking, phone calls, correspondence, meetings, etc.
- Represent HCNW at public meetings and participate in relevant community action group convenings

Qualifications

We understand that qualifications listed on a job description may discourage skilled individuals, often from marginalized communities, from applying. If you feel your talents and life experience would make you the right person for this job, we want to hear from you!

- Bachelor's Degree in relevant field preferred, relevant experienced considered in lieu of degree
- Three years of government grant writing/management experience with successful track record
- Excellent oral and written communication skills, strong interpersonal skills, and an ability to complete high quality work independently as well as part of a team
- Knowledge of Tacoma, Pierce County and Washington State public granting agencies and funding structures preferred
- Excellent project management skills
- Attention to detail, including editing for grammar as well as substance, and attentiveness to complex application requirements
- Strong organizational skills with the ability to meet strict and often competing deadlines
- Experience with database management preferred; knowledge of Bloomerang a plus

Benefits and Compensation

- \$50,000+ depending on experience
- 4-day work week
- 100% employer covered medical, dental and vision insurance
- Life insurance
- 10% automatic employer retirement contribution
- 10 days paid vacation
- Paid sick leave
- Paid holidays, including the week between Christmas and New Year's Day
- Paid family leave
- Professional Development opportunities
- An amazing group of colleagues to work with in an organization that values work-life balance!

Equal Opportunity Statement

HCNW is committed to diversity, equity, and inclusion and affirms that all persons of all cultures, ethnicities, colors, abilities, religions, genders, ages, marital status, family status, sexual orientations, native languages, and spiritual beliefs are welcomed and encouraged to apply.

To Apply: Email resume and cover letter to jessica@hcthomes.org. priority given to applications received by 1/2/23.