

GRANTS ASSOCIATE

If you are willing to take on challenging and diverse assignments with a commitment to serving the community, performance and quality, then Arundel Community Development Services, Inc. wants you to join its team!

Arundel Community Development Services, Inc. (ACDS) is a private, nonprofit corporation established by Anne Arundel County to create and retain affordable housing opportunities, as well as to ensure the efficient delivery of community development services to those most in need.

SUMMARY

ACDS is seeking a Grants Associate whose primary duties consist of such tasks assisting with grant management duties, establishing and maintaining files and databases, and following up with housing and community development grant sub-recipients to ensure grant requirements are met. Other responsibilities may include coordinating and supporting meetings and community planning events and assisting with the administration, development, and implementation of local, State and federal housing and community development programs and projects benefiting Anne Arundel County residents.

QUALIFICATIONS

A Bachelor's degree in Liberal Arts or related fields is preferred and a minimum of 2-3 years work experience grant management/administration or related field. The ideal candidate should be efficient in Microsoft Office products, including Access and Publisher. Knowledge of WordPress, Facebook, Canva and Mail Chimp or equivalent programs or applications is desired. Occasional evening and weekend hours may be required.

SKILLS

Strong organizational skills and effective time management skills to handle multiple projects and deliverables. Considerable interpersonal, written, and oral communication skills. The successful candidate will be self-motivated with the ability to take initiative within assigned projects, detail-orientated, well-organized, and a reliable team player.

SALARY /BENEFITS

Salary ranges from \$52,000 - \$58,000 annually and commensurate with experience. ACDS takes pride in offering excellent benefits package including competitive Health, Dental, Vision, 403(b) Retirement Plan, Life Insurance, Flex Spending, and free parking.

SCHEDULE

Full-time 40 hours weekly, Hybrid work and flex schedules offered.

HOW TO APPLY

Send your cover letter and resume to hrresumes@acdsinc.org

ACDS is an Equal Opportunity Employer including the Americans with Disabilities Act