



COASTAL HORIZONS CENTER, INC. POSITION ANNOUNCEMENT

DATE OF NOTICE: October 5, 2021

Position Title: **Grants Manager- Open House
Full Time. Exempt**

Coastal Horizons Center, Inc. has an opportunity for a Grants Manager for our Open House Youth Shelter. This position will report to the Crisis Intervention Services Director.

This role will publish required statistical/grant reports, adherence to external and internal standards, and maintains compliance for all funding/grant related activities, Board reports, including maintaining the OH databases/EmpowerDB, as well seeking out new funding opportunities for the OH programs. Will ensure that all grant applications and grant reports are submitted on time.

- Grants Manager will provide grant oversight for all the OH grant projects. Monitors whether or not grant goals/objectives are being met. Ensures that all grant reports and applications are submitted prior to the deadline. This includes obtaining funding by researching opportunities, attending workshops, writing proposals, securing funding, partnering with other agency personnel, researching best practices, and submitting proposals.

Qualification/ Skills:

Required Education: Graduation from a four-year college or university in human services or related field.

- Two (2) years direct services experience in the program areas assigned, with some program management responsibilities.

Salary: Commensurate with education and experience. Benefits available include health/medical, dental, life insurance, paid time off programs, 401K retirement saving plan. For more information, please visit our website at ww.coastalhorizons.org

NOTICE: All full and part-time employees, volunteers, interns and contracted staff of Coastal Horizons must adhere to our COVID-19 vaccine policy and are REQUIRED to show proof of vaccination at time of hire.

PLEASE SEND RESUME AND COVER LETTER TO: (NO PHONE CALLS PLEASE)

COSTAL HORIZONS CENTER, INC.

**615 SHIPYARD BLVD.,
WILMINGTON, NC 28412**

Email: jobs@coastalhorizons.org

Fax: 910-790-0189