

## Indy-east Asset Development Job Description

**JOB TITLE: Asset & Grants Manager**

**JOB CODE:**

**DATE: 06/01/10**

### **POSITION SUMMARY:**

The Asset & Grants Manager serves as an integral part of Indy-east Asset Development (I•AD)'s development team. I•AD is a rapidly growing community development corporation serving Indianapolis' Near Eastside, whose mission is to catalyze housing and real estate development on the Near Eastside of Indianapolis—fostering collaborative efforts to achieve comprehensive community development. I•AD does this in three ways:

- As the lead agency responsible for housing provisions of the 2012 Super Bowl Legacy Project;
- As coordinating agency for the Near Eastside Redevelopment Area;
- As an "Umbrella CDC" building the capacity of grassroots development organizations to understand and address their respective housing issues.

In addition to participating in I•AD's overall planning and development processes, the Asset & Grant Manager serves two major functions for the organization: (1) the individual is responsible for coordinating, managing and meeting reporting requirements for multiple federal programs, including but not limited to NSP, CDBG, HOME, and Section 42 in addition to other private and corporate grants; and (2) the individual is responsible for overseeing the acquisition, maintenance, and disposition of I•AD owned properties, consisting of multi-family dwellings, single-family dwellings, and vacant lots.

Section 3 residents are encouraged to apply. More information on Section 3 can be found at:

[www.hud.gov/offices/fheo/section3/section3.cfm](http://www.hud.gov/offices/fheo/section3/section3.cfm)

### **ESSENTIAL FUNCTIONS:**

1. Accountability and Grant Reporting: Knowledge of federal housing program regulations, especially NSP, CDBG, HOME, and Section 42 as well as the development of grant proposals for CDBG and HOME programs and the preparation of reports for these programs. Ensures compliance with all grants, contracts, donor agreements and reporting requirements. Ensure that the organizational goals and objectives are met and provide service delivery in a manner consistent with all funding objectives. Maintain and regularly audit files in accordance with federal, state, and city requirements. Create and maintain a schedule to ensure accurate and complete reporting for all grants.
2. Property Development: Provides feedback and guidance on the acquisition and development of properties for various types of development, including: single-family housing, multi-family housing, mixed-used development, green space development, and urban farming development.
3. Asset Management: Coordinate the maintenance of I•AD owned properties and ensuring these properties are in compliance with all local ordinances.

I•AD does not currently own any occupied rental units, and this position is not currently designed to manage tenants.

Other duties as assigned.

**The preceding essential function statements are not intended to be an exhaustive list of tasks and functions for this position. Other tasks and functions may be assigned as needed to fulfill the mission of the organization.**

### **QUALIFICATIONS/KNOWLEDGE/SKILLS/ABILITIES:**

- Requires a Bachelor's degree in City planning, business, or public administration with two (2) or more years of experience in administration, grant management, housing development, public policy, or planning; or an equivalent combination of education, training, and experience.
- Federal grant experience and knowledge preferred but a strong drive or interest in the area may suffice.
- Requires the ability to plan and manage the utilization of resources.
- Requires strong attention to detail and ability to multi-task.
- Requires knowledge of state and federal laws relative to assigned area.
- Requires a strong interest in community development, particularly housing development.
- Requires the ability to efficiently and accurately communicate information.
- Demonstrated ability to work independently and as well as part of a team is required.
- Proficiency in word-processing, spreadsheet, database and presentation software, including Microsoft Office. GIS or other mapping software knowledge is encouraged.