

Grant Development Specialist / Affordable Housing Compliance Specialist

Our client, **StoneWater Development Group**, specializes in the development and revitalization of low income housing in the greater Philadelphia Area. **StoneWater Development Group** is seeking a **Grant Development Specialist** to add to join their offices in Richboro, PA.

The Grant Development Specialist will be responsible for grant/contract monitoring and management for housing and community revitalization initiatives; as well as data collection, interpretation, and utilization as they relate to development projects and programs.

Duties & Tasks May Include:

1. Research **LIHTC projects** and requirements to determine opportunity and suitability.
2. Maintain a data tracking system for grant and RFP submissions, awards, renewals, and potential partnerships.
3. Secure list of items required to bid on a project and ensure packet contains all information requested prior to submission.
4. Submit and monitor entire pipeline for multiple transactions. Track and follow-up with third parties from whom information is requested to ensure there is ample time to review and assess the data prior to inclusion/submission.
5. Follow-up on all deadlines with vendors, contractors and other suppliers in order to stay current and timely to ensure documents have been received or task has been completed.
6. Ensure compliance with federal, state, and local laws, requirements, regulations, policies, and procedures.
7. Prepare clear, concise, and comprehensive correspondence, reports, studies and other written materials.
8. Collaborate with team to coordinate budget preparation, ensuring accuracy of budget projections. Interact with directors, managers, staff, and funding agencies to resolve contract or grant issues. Track and monitor the program's financial commitments, and timeliness of expenditures to meet budgetary constraints.
9. Monitor real estate project compliance with applicable land-use laws.

10. Provide regular and prompt updates to management to ensure bidding and projects are on task.

Highly Qualified Candidates will possess most of the following:

- High School diploma or equivalent required.
- **Minimum 3 years' experience with affordable/low-income housing and/or community revitalization experience including affordable housing finance & grant programs such as Low Income Housing Tax Credits (LIHTC) required.**
- Experience with contract management.
- Experience with Microsoft Office (Excel, Word, Outlook, etc.).
- Proficient listening, verbal, and written communication skills to convey information concisely yet effectively with multiple stakeholders.
- Exceptional organizational skills with the ability to prioritize and manage multiple projects simultaneously (multi-tasker). High attention to accuracy and detail.