

**OHIO DEPARTMENT OF DEVELOPMENT
EMPLOYMENT OPPORTUNITY**

Job Title: **HOUSING GRANT ANALYST 3**

Starting Salary: \$30.55 hr. / \$63,544 yr.

Position Number: 20076883

Job classification/Status: Classified

Division/Office: Community Services/Housing Support

Bargaining Unit: 14

Location: 77 South High Street, 26th Floor, Columbus, Ohio

Work Hours: M-F, Day Hours

DATE POSTED: OCTOBER 30, 2023

DEADLINE FOR APPLYING: NOVEMBER 10, 2023

**At Development we invest in the people, places and businesses of Ohio in ways that empower them to succeed!
Empowering Communities to Succeed - that is our mission.**

This mission is fulfilled by our dedicated and talented team that comes to work every day ready to make a difference in the lives of their fellow Ohioans. If you're looking to be part of a team that values bold thinking, diversity in people and ideas, being responsive, and always taking a solution-focused approach, I encourage you to view [Development's Diversity, Equity and Inclusion Strategic Plan](#) to learn more about Development's work culture and how you could make a difference for Ohioans.

Development is seeking a **Housing Grant Analyst** who provides administration and compliance for federally funded community service programs. Duties include reviewing budgets, program plans, adherence to policies, procedures, and government regulations, and frequent technical assistance to staff in nonprofit organizations and local governments across the state. Experience in a variety of software applications is required, including Microsoft Suite and Salesforce. Strong analytic and communication skills are necessary, along with a willingness to work as part of a team. Experience with grant writing and Department of Housing and Urban Development (HUD) programs preferred but not required. This position requires travel with some overnight stays.

What You'll Do:

- Review community grant applications and program activities for adherence to government regulations.
- Interpret program data, financial statistics and technical reports.
- Perform field assessments of agencies to determine compliance and capacity to implement and manage program activities.
- Write and document reports and findings from agency performance.
- Review fiscal and/or audit records, personnel, equipment and program objectives.
- Conduct or assist in training programs, workshops and/or meetings with local service providers, including board of directors.
- Respond to requests for local service providers grant information from public, administrators or elected officials.
- Attend meetings, workshops, or seminars to update knowledge and/or share information with local service provider agencies; facilitate communication.

Minimum Classification Qualifications:

Completion of undergraduate core program in business administration/public administration, urban planning or political science; 24 months training or 24 months experience in housing and/or homeless grant programs or real estate sales.

-Or 48 months training or 48 months experience in planning, developing and/or implementing housing and/or homeless grant programs or real estate sales.

The final candidate selected for this position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

TO APPLY, VISIT <http://careers.ohio.gov> or www.ohiomeansjobs.com

OR SUBMIT APPLICATION TO:

Ohio Department of Development, Human Resources Office
77 South High Street, 27th Floor, Columbus, Ohio 43215-6130
hr@development.ohio.gov

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